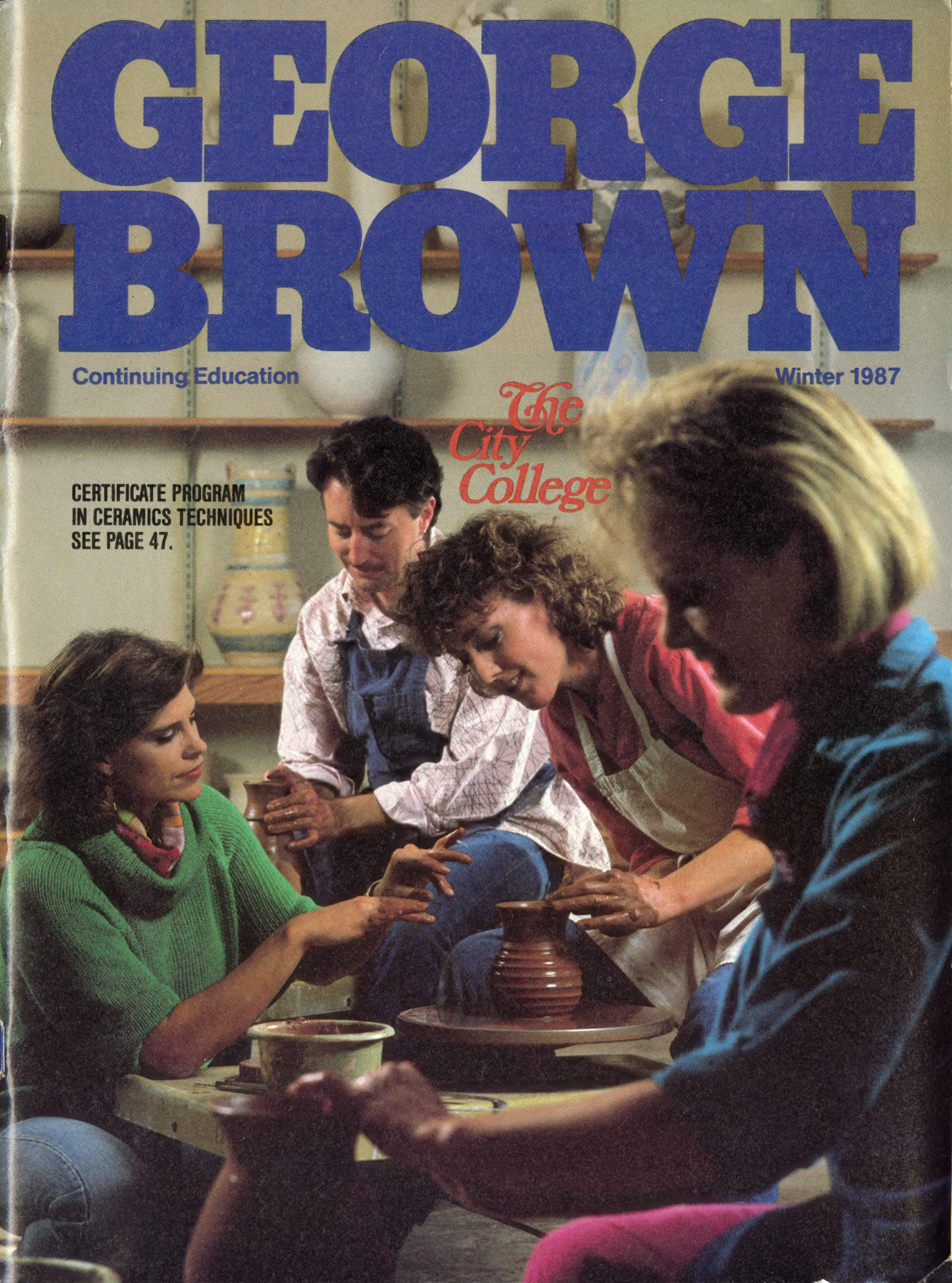
GEORGE BROWN

Continuing Education

Winter 1987

The City College

CERTIFICATE PROGRAM
IN CERAMICS TECHNIQUES
SEE PAGE 47.



GEORGE BROWN COLLEGE

Saturday Seminars

Make your Saturdays count this winter with special one-day seminars at George Brown College. In just a few hours you can sharpen your management skills, polish your writing, or learn the latest computer software.

These intensive seminars are taught by experienced professionals who'll make your Saturdays one of the most productive days of the week.

Just check out this list of Saturday courses and turn to the indicated pages for complete descriptions.

Professional Telephone Sales Skills Seminar
For course description, see page 98.
$125.00

Managing Through Excellence Seminar
For course description, see page98.
$125.00

Management for Creativity and Innovation
For course description, see page 98.
$125.00

Time Management Seminar
For course description, see page 98.
$95.00

Effective Negotiating Skills Seminar
For course description, see page 98.
$95.00

Dealing With The Problem Performer Seminar
For course description, see page 99.
$95.00

Moving Up: Professional Techniques for Career and Personal Success Seminars
For course description, see page 99.
$95.00

Advanced Sales Techniques Seminar
For course description, see page 99.
$95.00

How to Decide: A Workshop for Women Re-Entering the Workforce
For course description, see page 99.
$60.00

Writing that Works: Strengthen Your Writing Skills for Your Job
For course description, see page 99.
$85.00

Breaking into Print: How to Write for Magazines
For course description, see page 99.
$95.00

How to Motivate Yourself and Others
For course description, see page 99.
$95.00

Call
947-9914

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers.

The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call: The Test Centre
967-1212, ext. 4283

E-164

ARCHIVES
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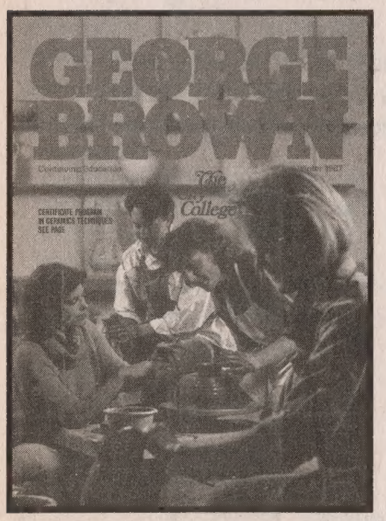
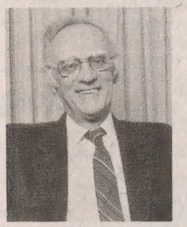


ON THE COVER:

George Brown Ceramics Instructor Deborah Black demonstrates throwing on the wheel to students in the College's Casa Loma Campus ceramics studio. For courses in ceramics, see page 47.

President's Message



As you look through this Directory, you'll see that George Brown offers dozens of courses and certificate programs in co-operation with other organizations.

These include professional and industry groups that run the gamut from the Trust Companies Institute and the Insurance Institute of Canada to the Ontario Athletic Therapist Association, the College of Nurses of Ontario, and the Society of Plastics Industries.

In addition, the College offers co-operative programs with government departments such as the Ontario Ministry of Tourism and Recreation, the Ministry of Natural Resources, and the Canada Mortgage and Housing Corporation.

These professional groups and government bodies have worked with the College to develop curricula that meets their specific requirements and standards. The resulting courses combine their understanding of industry needs with our educational expertise.

This type of co-operation — which is an increasingly important part of our work — ensures that George Brown offers timely and appropriate programs, and that College certification is recognized and accepted without question.

D.E. Light
President

George Brown College Board of Governors

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(Secretary-Treasurer)

How to Register

George Brown College makes it easy for you to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

Register at the campus where the course will be offered.
Check the back cover of this directory for the campus' office hours.
Bring along your social insurance number.
You can pay by cash, money order, personal cheque or VISA.
Post-dated cheques are not accepted.
Full payment is due at the time of registration.

Mail Registration

Avoid registration line-ups through George Brown's easy and convenient mail-in registration process:

- Please use the registration form on page 100.
- Include full payment (tuition *and* any applicable material fees) by money order, personal cheque or Visa.
- Write the name of the campus where the course will be held on both the registration form *and* the envelope.
- Print your name, course title and course code on the back of the cheque or money order.

Mail the completed form to:

- _____ Campus
(insert campus for your course here)
Part-Time courses
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

Mail-in registrations must be received by the College at least three weeks before the course starts.

Admission Requirements

You must be 19 years old by the day your course starts. Exceptions are the special courses offered for children.
Foreign students who are not Canadian Citizens or Permanent Residents must obtain permission to register from Employment and Immigration Canada and present a Student Authorization form at the time of registration.

Confirmation of Registration

Registrations are accepted on a first-come, first-served basis. Receipt of registration form by the College does not guarantee enrolment.
Students registering in person will receive confirmation when they register.
If you register by mail, your registration will be confirmed by mail, time permitting.
If the course you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.
You should go to the first evening of class unless you hear otherwise.

Fee Receipts

A registration receipt bearing a cash register imprint is your official receipt and must be presented for admission into class, for income tax purposes, and for transfers or withdrawals.
Mail-in registrants will receive their receipts at the first scheduled class of their course or through the mail if time permits.
Duplicate or replacement receipts will not be issued.
Materials fees are not eligible for tax deduction purposes.

Room Location

Rooms will be printed on registration forms for most in-person registrants.
Others should check the main lobby on the first night of class at the campus where their course is offered.
If you need help finding a room, go to the Evening Supervisor's Office.

Counselling

Counselling services at each campus will provide you with educational, vocational and personal counselling. Normal office hours are 8:30 a.m. to 4 p.m.

Counsellors are also available at Casa Loma Campus on Tuesdays and St. James Campus on Thursdays until 6:30 p.m.

Call for an appointment:
Casa Loma: 967-1212, ext. 2274 or 2414
St. James: 967-1212, ext. 3310 or 3311

Certification

Many of the courses in this calendar can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.

In both cases, requirements will be clearly outlined in the course information. For further information contact the Counselling Department at your campus or the chairperson of the department offering your course. It is the student's responsibility to request certification.

Certificates will be prepared by the Student Records Department upon authorization by the Chairperson or Program Co-ordinator.

Advanced Standing

If you have credits from another college or educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs. Contact the Program Chairperson for details.

Grades/Credits

Graduates will receive a certificate including a short description of the course approximately one month after the course has ended.

These certificates may indicate grades received using the letter or pass/fail systems. Some will simply indicate complete/incomplete status. The system used will depend upon the type of course or program chosen.

Transfers

Requests for course transfer will be acceptable only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen. A fee of $5 is charged for this service.

Withdrawal and Refund

If you withdraw before the third scheduled class, you are entitled to a partial refund of tuition fees.

This policy does not apply to one-day seminars or to courses of three sessions or less.

Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.

Fees will be refunded except for a service charge of $5 and a charge of $5 per scheduled class to a maximum of $10, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes.

Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes. No refund is permitted on or after the start date of courses lasting one or two days.

Please allow four weeks for the processing and mail delivery of College refund cheques.

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment. Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.

A full refund will be made if a course is cancelled. Please allow four weeks for processing and mail delivery.

Transferees may have their original payment credited to the new course. Overpayments will be refunded by mail.

Should the start of a course be postponed, registrants will be notified by telephone of the revised start dates.

Statutory holidays are not considered when advertising course termination dates. This may result in your course running a night longer if a holiday occurs during your course. The same can occur if a class is cancelled.

Financial Assistance

Financial aid is available to some part-time students taking post-secondary credit courses. To find out if you are eligible, call or visit the Student Services Office at 500 MacPherson Avenue (opposite Casa Loma Campus), 967-1212.

Books and Supplies

You can buy books and supplies at Campus Bookstores. Your instructor will tell you during the first class which books you will need for the course.

For your convenience, the bookstores are open in the evening during the first two weeks of each semester. For more information call 967-1212 and ask for the Bookstore at your campus.

Foreign Students

Students who are not Canadian citizens or permanent residents may need permission to register from Employment and Immigration Canada. For more information call 967-1212 and ask for the part-time Admissions Office at the campus where your course is offered.

Senior Citizens

If you are 65 or older, you may register in any of the courses in this directory for $5.00 plus any applicable material fee. Please be prepared to supply proof of age.

Parking

All George Brown campuses are in downtown Toronto and parking may be difficult. The TTC provides excellent service to each campus.

We suggest you leave your car at home and take the TTC instead. Call TTC information for routes to our campuses: 393-4636.

This directory is prepared several months ahead of the semester. Every effort is made to ensure that the information provided is accurate, however some changes may take place from the time of publication.

Certificate Programs

George Brown's Business Division offers many certificate programs for part-time students. These programs are comprised of a number of compulsory subjects as well as one or more electives:

- Accounting*
- Business Management
- Records Management
- Secretarial Practice
- Marketing
- Paperwork Simplification
- Business Procedures Analyst (Fall and Winter semesters)
- Archival Practices (Fall and Winter semesters)
- Canadian Credit Union Institute Fellows Program (CCUI)
- Business Management Studies (OMDP)
- Supervisory Studies (OMDP)
- Trust Companies Institute
- Physical Distribution

For all certificate programs, Grade 12 English is required. Second language students and/or mature students not having Grade 12 will be required to pass an English test. Phone 967-1212, ext. 3289 to arrange for an English evaluation.

*Students enrolled in the Part-time Certificate Program in Accounting, and Records Management must obtain a "B" standing to proceed.

NOTE: Register for all part-time Business programs or courses at St. James Campus only.

Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.
Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Students can apply for credits for program subjects taken at other community colleges or similar institutions.

6 Courses:
4 compulsory, 2 electives

Compulsory
ACC 100X — Accounting I
ACC 101X — Accounting II
ACC 202X — Cost Accounting I
EC 903 — Economics (Fall and Winter only)

Electives
BUS 900-A — Business Management I
BUS 900-B — Business Management II
ENG 933 — Bare Essentials
OMDP 902-A — Ontario Business Law I
OMDP 902-B — Ontario Business Law II (Winter only)
EDP 100X — Introduction to Data Processing
Or choose a maximum of two other related Business Division offerings.

Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.
Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Students can apply for credits for program subjects taken at other community colleges or similar institutions.

6 Courses:
4 compulsory, 2 electives

Compulsory
BUS 900-A — Business Management I
BUS 900-B — Business Management II
MARK 100X — Marketing
ACC 100X — Accounting I

Electives
EDP 100X — Introduction to Data Processing
ACC 101X — Accounting II
ACC 202X — Cost Accounting I
ENG 933 — Bare Essentials
OMDP 902A — Ontario Business Law I
OMDP 902B — Ontario Business Law II (Winter only)
OMDP 907 — Effective Supervision — Human Relations
EC 903 — Economics (Fall and Winter only)
Or choose a maximum of two other related Business Division offerings.

Certificate Program in Secretarial Practice

This program appeals to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.
Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Students can apply for credits for program subjects taken at other community colleges or similar institutions.
Courses in this program may be suitable if you are studying for the Certified Professional Secretaries program. For more information, please call Debra Robinson at 591-7377.

6 Courses:
5 compulsory, 1 elective

Compulsory
TYP 905 — Advanced Typing
SHP 900A&B — Pitman Shorthand — Theory
SHP 901 — Pitman Shorthand — Speed
ENG 933 — Bare Essentials
RM 900 — Introduction to Records Management

Electives
OMDP 902A — Ontario Business Law I
OMDP 902B — Ontario Business Law II (Winter only)
EDP 100X — Introduction to Data Processing
MARK 100X — Marketing
BOK 552X — Bookkeeping
RM 901 — Advanced Records Management
Or choose a maximum of two other related Business Division offerings.

Certificate Program in Records Management

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.
Persons aspiring to management positions in these areas should find this program particularly helpful.

6 Courses:
4 compulsory, 2 electives

Compulsory
RM 900 — Introduction to Records Management
RM 901 — Advanced Records Management
RM 904 — Machine Readable Records and Archives
MICR 900 — Microfilm for Your Business

Electives
Choose one subject each from two of the following groups:

Archives
BUS 800 — Introduction to Archival Practices
BUS 801 — The Administration of Archives

Forms
RM 902 — Forms Management RMIII
FORM 900 — Procedural Analysis
FORM 901 — Forms Design

Manuals
RM 903 — Manuals Management RMIV

***For information** about certificate programs in the Business Division, please call (416) 967-1212, ext. 3289, 3290 or 3291.*

Certificate Program in PaperworkSimplification

The Forms and Manuals Management Association (FMMA), formerly the Canadian Association for Business Forms Management (CABFM), offers a certificate program in Paperwork Simplification at George Brown College.
This certificate program benefits organizations by providing their employees with the technical and administrative expertise required to:
- develop, implement and manage a comprehensive Forms Management program;
- plan and conduct simple analysis projects for the purpose of simplifying paperflow;
- design forms that are efficient to use, economical to produce, and that enhance the organization's image.

Certificate Program in Paperwork Simplification:
3 Courses:
FORM 900 — Procedural Analysis
FORM 901 — Forms Design
RM 902 — Forms Management

Certificate Program in Business Procedures Analyst

The Business Procedures Analyst Certificate program is a continuation of the existing Paperwork Simplification Certificate program offered by the Forms and Manuals Management Association (FMMA), formerly the Canadian Association for Business Forms Management (CABFM).
This revamped advanced program, reflecting constantly and rapidly changing activities in the forms management field, will provide participants with:
- forms design expertise in all varieties of business forms;
- a basic understanding of the newest technologies relative to forms;
- the techniques for carrying to a successful conclusion the procedural analysis projects they learned to initiate and conduct in the basic program;
- the background for interfacing with manual or automated systems analysis projects;
- the documentation requirements and techniques of procedural analysis projects.

This new program, in combination with the basic program (which is a prerequisite), will give people involved in the management of forms, manuals, records and information flow in general some basic skills needed to carry out their activities more efficiently and cost effectively.

Certificate Program in Business Procedures Analyst:
4 Courses:
FORM 903 — Advanced Procedural Analysis (Prerequisite FORM 900)
FORM 902 — Advanced Forms Design (Prerequisite FORM 901)
RM 903 — Manuals Management
EDP 100X — Introduction to Data Processing*
*Students may be granted recognition for the successful completion of an equivalent course at a recognized Community College or University. Applications for such recognition must be submitted in writing together with a copy of transcript of marks to:
Director of Education
Forms and Manuals Management Association
P.O. Box 5338, Station A,
Toronto, Ontario M5W 1N6

Note: Students may enrol in courses in any order, provided that the required prerequisites are met.
Students must hold FMMA's (formerly CABFM's) Paperwork Simplification Certificate to be eligible to receive the Business Procedures Analyst Certificate.

Certificate Program in Archival Practices

This program, sponsored by the Toronto Area Archivists Group, is one of the first college-level, non-professional training programs to be offered in English-speaking Canada and will provide basic training in the practice of archival science for practitioners at the non-professional level. In addition to training "archival technicians", the program will provide basic training in archival practices and administration to information and management professionals having archival responsibilities without the necessary practical and managerial training. Credit courses from this program will be of interest to students in the part-time certificate in Records Management sponsored by the Association of Records Managers and Administrators.

Courses, to the extent possible in a classroom environment, will emphasize the practical application of theory through case study and workshop methods. Lecturers will come from the local professional community, bringing to the courses their own particular expertise and perspective, and giving to the student useful future contacts. Course texts and supplies will be provided through a non-refundable materials fee.

This six-course certificate program consists of the following:

Compulsory Courses:
BUS 800 — Introduction to Archival Practices
RM 900 — Introduction to Records Management RM I
BUS 801 — The Administration of Archives
BUS 833 — The Care of Records (Conservation Techniques)
The remaining two courses may be selected from courses listed in the Business section of the calendar or from the following:

Elective Courses:
RM 904 — Machine Readable Archives and Records
RM 901 — Advanced Records Management RM II
RM 902 — Forms Management RM III
RM 903 — Manuals Management RM IV
MICR 900 — Microfilm For Your Business
FORM 900 — Procedural Analysis
FORM 901 — Forms Design

Students are encouraged to select at least one computer-based elective. Management students are encouraged to include at least one Management Development elective.

Certificate Program in Marketing

This program will interest those who are presently employed in the marketing side of business. If will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers.
The program also appeals to those who are not yet employed in the field, but have a keen interest in the subject.
Lecturers are chosen from business and bring valuable marketing experience to the students. This, combined with textbook studies and case analysis, prepares the student for practical application of his/her knowledge.
6 Courses:
4 compulsory, 2 electives

Compulsory
MARK 100X — Marketing
MARK 205X — Marketing Management I
MARK 904 — Introduction to Advertising
MARK 905 — Introduction to Retail Management

Electives
MARK 202X — Marketing Research and Information Systems.
MARK 903 — Industrial Marketing
LAW 900 — Marketing Law
MARK 906 — Consumer Behaviour
MARK 902 — Retail Advertising Copy Writing

Certificate in Accounting

Compulsory

Accounting I — ACC 100X

Prerequisite: BOK 552X or equivalent recommended.
This course covers the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems are also studied. Major topics include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.
Note: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.
Text: Fundamental Accounting Principles (latest edition) plus workbook.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, page 10, 16, 20.
January 27 to April 2
April 21 to June 25

Accounting II — ACC 101X

Prerequisite: ACC 100X or equivalent. Transcript of grades must be produced at time of registration.
This course deals with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, with cost accumulation, cost control and financial planning.
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.
Text: Fundamental Accounting Principles (latest edition) plus workbook.

Mon. & Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, page 10, 16, 20.
January 26 to April 1
April 20 to June 29

Cost Accounting I — ACC 202X

Prerequisite: ACC 100X, ACC 101X, or equivalent standing. Transcript of grades must be produced at time of registration.
The course is designed for students who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.
Text: Cost Accounting, Planning & Control (latest edition).

Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, page 10, 16, 20.
January 26 to April 1
April 20 to June 29

Economics — EC 903

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance, Civics, organizations of federal, provincial and municipal governments.
Text: Introduction to Economics.

Mon. and Wed. 6 to 9 p.m. St. James Campus
84 hours Fee: $105.00 plus purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, page 10, 16, 20.
January 19 to April 22

Electives

Business Management I — BUS 900A

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background, orientation, definition of a manager, importance of the environment. Business in Canada, an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling communication and directing. Management; qualifications, senior management, first line management, middle management.
Text: Business in the Canadian Environment.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00
See equivalency for CMA, CGA, CCUI, TCI, page 10, 16, 20.
January 20 to April 21

Business Management II BUS 900B

Second of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future. A major topic will be assigned to each student for presentation.
Text: Business in the Canadian Environment.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $5.00
January 21 to April 22

Ontario Business Law I OMDP 902A
(79-051 – 79-060)

This course helps students to develop an understanding of the legal aspects faced by Ontario businesses. It enables the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit toward the OMDP Certificate in Business Management Studies.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
See equivalency for CCUI, TCI, page 16, 20.
January 21 to March 25
April 15 to June 17

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Ontario Business Law II OMDP 902B
(79-061–79-070)

Prerequisite: OMDP 902A.
This course is a continuation of Ontario Business Law I. Some of the topics covered are: Transportation; safety; agency; environmental protection; franchising; insurance; bankruptcy; taxation; security.
This course carries full credit towards the OMDP Certificate in Business Management Studies.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
See equivalency for CCUI page 16.
January 20 to March 24

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flow charts, and programming experience using BASIC.
Text: Computer Fundamentals with Application Software and Watcom BASIC made Easy.

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
See equivalency for CCUI and TCI, page 16, 20.
January 26 or 27 to April 1 or 2
April 20 or 21 to June 29 or 25

Accounting

Cost Accounting II ACC 204X

Prerequisite: ACC 202X
This course introduces the student to the more complex cost accounting concepts and techniques, responsibility accounting and systems control of materials, labour and overhead, budget and budgetary controls, standard cost systems and variances.
Text: Cost Accounting, Planning & Control (latest edition).

Mon. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50
See equivalency for CMA, CGA, CCUI, TCI, page 10, 16, 20.
January 26 to April 9
April 20 to July 6

Financial Accounting I ACC 200X

Prerequisite: ACC 100X and ACC 101.
This course emphasizes the underlying theoretical structure of accounting. Topics include a review of accounting principles and concepts and financial statement preparation; valuation of current assets and liabilities; valuation of operational assets.
Text: Intermediate Accounting (latest edition).

Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
See equivalency for CMA, CGA, CCUI, TCI, page 10, 16, 20.
78 hours Fee: $97.50
January 14 to April 11
April 22 to July 25

Financial Accounting II ACC 203X

Prerequisite: Financial Accounting I.
This course is a continuation of ACC 200X. Topics include the formation and capital structure of limited companies; accounting for bonds and long term liabilities and investments; accounting for income tax, pension and lease costs; statement of changes in financial position, analysis of financial statements and accounting for inflation.
Text: Intermediate Accounting (latest edition).

Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
See equivalency for CMA, CGA, CCUI, TCI, page 10, 16, 20.
78 hours Fee: $97.50
January 14 to April 11
April 22 to July 25

Auditing NEW ACC 205

Prerequisite: EDP 100X, ACC 100X, ACC 101X, ACC 200X, ACC 203X, ACC 220X, ACC 222X
This course is designed to provide students with an overview of the principles and techniques of auditing.
Students learn how to evaluate internal control systems, to prepare working papers in good form, and to communicate audit findings.

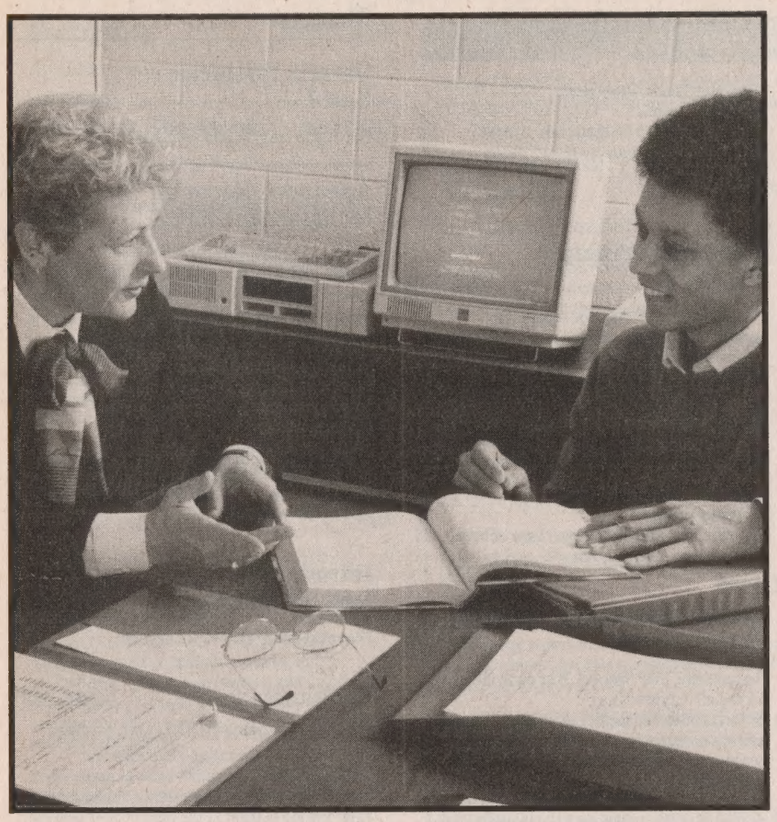
Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
55 hours Fee: $68.75
January 27 to April 9

Computerized Accounting

Management Information Systems II NEW ACC 222X

Prerequisite: Management Information Systems I
This course is designed to provide students with an understanding of: systems studies for effective accounting information systems — analysis phase, design phase, implementation, initial operation and follow-up phase, resource acquisition.
Microcomputer accounting applications.
Additional topics in the areas of computer files, data bases, and secondary storage devices are covered, time permitting. Course content in the above areas will take a user's point of view.

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
70 hours Fee: $87.50
January 20 to April 23



You and the Law

How to Incorporate Yourself LAW 800

This is your chance to incorporate and do it by yourself. This course deals with the various forms of business entities, but is primarily concerned with the legal creation known as a corporation.
The legislation governing corporations is reviewed. Articles of Incorporation are prepared in accordance with the governing laws. This course is not intended to create corporate lawyers, but provides enough guidance and information to incorporate your own small business.
Instructor: Ira Greenspoon, B.Sc., L.L.B., is employed in the Practice of Law in Toronto. He maintains a keen interest in consumer education in the legal field.

Tues. 8 to 10 p.m. St. James Campus
12 hours Fee: $47.00
January 27 to February 17

Commercial Law LAW 200X

Prerequisite: Grade 12 English.
This course provides an understanding of the fundamentals of Canadian commercial law that management accountants may frequently encounter in the performance of their duties. This course will also assist those accounting students seeking a professional designation (C.G.A. or C.M.A.) earn an official exemption in this subject.
Text: The Law and Business Administration in Canada (latest edition).

Wed. 6 to 9 p.m. and Sat. 9:30 a.m. to 12:30 p.m.
St. James Campus
60 hours Fee: $75.00 Material Fee: $5.00 and purchase of text.
January 21 to April 4
April 15 to June 27

Certificate in Business Management

Marketing MARK 100X

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.
Text: Foundations of Marketing

Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CCUI, TCI, page 16, 20.
January 26 to April 1
April 20 to June 29
or Sat. 9 a.m. to 3 p.m.
January 24 to April 4
April 25 to July 4

Business Management I BUS 900A

For course description, see page 7.

Business Management II BUS 900B

For course description, see page 8.

Accounting I ACC 100X

For course description, see page 7.

Electives

Introduction to Data Processing EDP 100X

For course description, see page 8.

Accounting II ACC 101X

For course description, see page 7.

Cost Accounting I ACC 202X

For course description, see page 7.

Ontario Business Law I OMDP 902A

For course description, see page 8.

Economics EC 903

For course description, see page 7.

Effective Supervision — Human Relations OMDP 907

Course Content: To develop an understanding of the basic needs of people in the work situation. This course focuses attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It establishes a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Thurs. 6 to 9 p.m. Sat. 9 a.m. to 3 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
See equivalency for CCUI and TCI, page 16, 20.
January 22 or 24 to March 26 or February 28
April 16 or 18 to June 18 or May 30

CGA/SMA Exemptions

The courses listed below have been granted exemptions by CGA and SMA. An average grade of B is required for exemptions. This exemption policy applies as long as course content is acceptable to the associations.*

Our Course #	CGA #	SMA #
EC 903	Economics 104	Economics
ACC 200X	ACC 211	Interm. Acctg. I
ACC 203X	ACC 222	Interm. Acctg. II
LAW 200X	LAW 108	Commercial Law

*For complete exemption details, contact the associations directly.

Certificate in Secretarial Practice

Compulsory

Typewriting III (Advanced) TYP 905

Prerequisite: 35 w.p.m. or TYP 901.
The purpose is to: (a) **further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on ten-minute tests.**
Course Content: During this course, emphasis is placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; dicta typing; and office simulation.
Text: Keyboarding for Canadian Colleges Career Course and Pine Tree Resorts — An Office Simulation.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $10.00 and purchase of texts.
January 27 to April 2
April 21 to June 25

Pitman Shorthand Theory II SHP 900B

Prerequisite: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.
Text: New Basic Course in Pitman Shorthand and Accelerated Speed in Pitman Shorthand.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
72 hours Fee: $90.00 and purchase of texts.
January 20 to April 9

Pitman Shorthand — Speed Development SHP 901

Prerequisite: SHP 900A & B or equivalent, and 45 w.p.m. in typewriting.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on shortforms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00
Purchase of text may be required.
April 20 to June 29

Introduction to Records Management RM I RM 900

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.
Text: Information & Records Management (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $10.00 plus purchase of text.
January 28 to April 29

Electives

Ontario Business Law I OMDP 902A

For course description, see page 8.

Advanced Records Management RM II RM 901

Prerequisite: RM 900
Course Content: An in-depth study of the subjects covered in RM 900 helps to develop previously acquired knowledge. Syndicate exercises and discussion of relevant topics will provide the practical background necessary for management positions in the profession.
Text: Information & Records Management (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $10.00 and purchase of text.
January 28 to April 29

Introduction to Data Processing EDP 100X

For course description, see page 8.

Bookkeeping I BOK 552X

This course provides students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system. It also allows students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.
Major topics include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries; accounting for professional enterprises; financial statements, petty cash and payroll.
Text: Accounting I, latest edition, plus workbook.

Tues. 6 to 9 p.m.
plus two 4-hour Saturday sessions within the dates below. St. James Campus
50 hours Fee: $62.50 and purchase of text.
January 6 to April 7
April 21 to July 21

Marketing MARK 100X

For course description, see page 9.

Forkner Shorthand SH 104X

Prerequisite: Grade 12 English and 35 w.p.m. typing.
This course incorporates a variety of speed forcing techniques. Emphasis is placed on English and transcription skills.
Texts: Forkner Shorthand for Colleges and Forkner Shorthand Dictionary.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
70 hours Fee: $100.00 plus purchase of texts.
January 6 to April 9
April 21 to July 30

Certificate in Records Management

This program, offered in cooperation with the Association of Records Managers and Administrators, will be of interest to all people who are currently involved in the management of business communications, EDP records, files, forms and reports, records systems and procedures, retention, protection and disposal of vital records. Persons aspiring to management positions in these areas should find this program particularly helpful.

6 courses:
4 compulsory, 2 electives

Compulsory
RM900 — Introduction to Records Management RMI
RM901 — Advanced Records Management RMII
RM904 — Machine Readable Records and Archives
MICR900 — Microfilm For Your Business

Electives
Choose one subject each from *two* of the following groups:

Archives
BUS800 — Introduction to Archival Practices
BUS801 — The Administration of Archives
Forms
RM902 — Forms Management RMIII
FORM900 — Procedural Analysis
FORM901 — Forms Design
Manuals
RM903 — Manuals Management RMIV

Compulsory

Introduction to Records Management RM I RM 900

For course description, see page 10.

Advanced Records Management RM II RM 901

For course description, see page 10.

THE WOMEN'S ACTION GROUP

George Brown College is proud to present this new series designed to develop new interests, further develop career goals, and discuss relevant issues with the program leaders.

Speaking with Authority BUS 828

This workshop is designed for women who feel they are not listened to or taken seriously! You will learn to recognize patterns which detract from a positive response from the audience. Learn how to discuss, analyze and debate.

WORKSHOP LEADER: Gerald Smith (Gerrie) designs and teaches courses in human resources, individual career and executive development; effective speaking and communication.

Tuesday, January 27, 1987
Dinner 5:30 - 6:30 p.m.
Lecture 7:00 - 10:00 p.m.

Creative Problem Solving BUS 829

This workshop provides you with a series of imaginative resources to problem-solving. Enjoy using the many creative techniques available for use in day-to-day survival.

WORKSHOP LEADER: Gerald Smith (Gerrie) is president and founder of Heritage Learning Associates Limited, a southern Ontario-based management consulting firm specializing in preparing training need analyses and action plans related to developing people in organizations.

Tuesday, February 23, 1987
Dinner 5:30 - 6:30 p.m.
Lecture 7:00 - 10:00 p.m.

How to Create Your Best Professional Image BUS 825

This workshop will help you develop the confidence and know-how you need to present a totally professional image. Topics include: personal recognition, making yourself memorable and impression management.

WORKSHOP LEADER: Andrea Reynolds is a pioneer in professional image consulting across North America. She conducts public and corporate programs in personal promotion, business etiquette and cross-cultural communications. Andrea has contributed to many newsletters, reports and directories specific to personal public relations.

Tuesday, March 23, 1987
Dinner 5:30 - 6:30 p.m.
Lecture 7:00 - 10:00 p.m.

Fees: $30.00 per workshop (includes buffet); $25.00 without dinner — arrival at 6:45 p.m.
This series takes place at George Brown's Casa Loma Campus, near Dupont and Spadina (see map on back cover).

Enrolment is limited.
Registration Deadline: 2 weeks prior to date of workshop.
For more information, call the Business Part-time Studies Office at 967-1212, ext. 3292.

Machine Readable Records and Archives RM 904

Prerequisite: BUS 800 and RM 900
The course examines the problems and techniques associated with managing machine readable records from the archival and records management perspectives. It provides a basic understanding of the concepts associated with managing data in systems including electronic office support systems and explains how retention and disposal schedules can be developed based on an integrated archival and records management approach. Particular attention is paid to the appraisal, acquisition, processing, description, control and conservation of machine readable records as well as to the means by which these records can be made available to the researching public. Students are introduced to the steps involved in establishing a machine readable records program regardless of the size and complexity of the organization concerned.

Sat. 9 a.m. to 5 p.m. February 7, 14 March 7, 21
Thurs. 6 to 9:30 p.m. January 29, February 19, 26, March 12 St. James Campus
42 hours Fee: $83.00 Materials: $10.00

The Care of Records (Conservation Techniques) BUS 833

Prerequisite: BUS 800 or permission of Toronto-area Archivist Group Co-ordinator.
This course examines common conservation problems and techniques and gives the student practical experience in the application of each. Emphasis is placed on those procedures that may be undertaken without professional assistance or special equipment. Topics covered will include: testing, fumigation, removal of old repairs, cleaning, de-acidification, encapsulation, folder-making, document repair and reinforcement. The course addresses records on all storage media including: paper, photographic, micrographic, video, audio and other machine readable media.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $90.00 Material Fee: $50.00
January 27 to April 28

Electives

Forms Management RM III RM 902

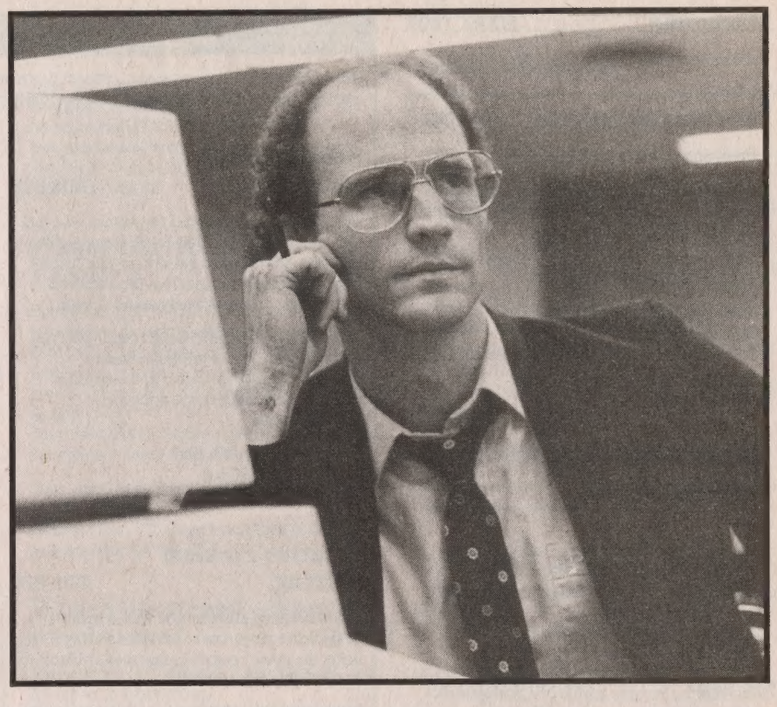
This course is designed to provide the student with the knowledge necessary to establish and administer a comprehensive Forms Management program.
The course is beneficial to those wishing to increase their understanding of Forms Management as an element of a total Records Management Program, or further their careers within the Forms Management field.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
January 29 to April 30

Manuals Management RM IV RM 903

Course Content: Introduction; planning and preparation; organization; writing style; writing layouts; Production; housing; distribution & maintenance.
Text: Creating Effective Manuals.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
January 28 to April 29



Microfilm for Your Business MICR 900

This basic course is designed to introduce students to the various facets of micrographics and to provide an understanding of fundamentals in the following areas: computer output microfilm (com); roll microfilm; unit microforms; engineering drawings; micropublishing; equipment available; cost benefit studies; film processing and quality control. As well, they will have gained an understanding of the basics of producing, processing, duplicating and using the various microforms, roll, jacket, microfiche, and aperture cards. Instruction is also given in preparing a cost/benefit study, presenting a session on the various types of equipment available, and how to select the equipment that best suits a particular application.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 27 to April 28

Certificate in Paperwork Simplification

Procedural Analysis FORM 900

The course introduces the student to the following topics: forms analysis, procedural analysis, typewriter analysis, high-speed printer evaluation, recurring data, flow-charting. There are a number of written assignments and class exercises throughout the course, as well as a final examination.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $10.00
January 26 to April 27

Forms Design FORM 901

This course introduces the student to the following topics: forms management overview, principle of forms design, design standards, developing effective titles, spacing arrangements, paperweights and copy marking. There are three tests, one assignment and a final examination.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 28 to April 29

Advanced Forms Design FORM 902

Prerequisite: FORM 901
In this course, students will have an opportunity to apply the skills learned in the basic Forms Design course to the design of more complex unit sets, continuous forms and specialty forms. The course will also focus on: specification writing for complex forms; high speed printer evaluation; MICR and OCR encoding; new design technologies. All concepts presented in the lectures will be reinforced through practical class exercises and homework assignments.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $94.00
January 22 to April 23

Certificate Program in Business Procedures Analyst

Compulsory

Advanced Procedural Analysis FORM 903

Prerequisite: FORM 900 (or some knowledge of forms design).
This course addresses the methodologies for conducting business systems studies at an advanced level. Through formal lectures, practical exercises and case studies the following topics will be studied in-depth: fact finding; flow charting; problem solving; selling ideas; report writing.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $94.00
January 19 to April 20

Advanced Forms Design FORM 902

For course description, see page 13.

Manuals Management RM IV RM 903

For course description, see page 12.

Introduction to Data Processing EDP 100X

For course description, see page 8.

Certificate Program in Archival Practices

Compulsory

Introduction to Archival Practices BUS 800

The course focuses on the basics of archival practice including: acquisitions; appraisal and accessioning; arrangement and description, cataloguing and indexing systems; reference, security and access; and conservation. The course examines the nature of archives and the relationship of archival practice with library practice and records management.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $76.00 Materials: $25.00
January 29 to April 29

Introduction to Records Management RMI RM 900

For course description, see page 10.

The Administration of Archives BUS 801

Prerequisite: BUS 800 or presently employed as an archivist.
This course introduces the student to the various aspects of archival administration including program and professional standards, and establishing, managing and marketing archival programs. In addition, students examine the special problems facing the archivist; legal issues, changing media, automated access, monetary value and disaster contingency planning.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $68.00 Materials: $25.00
January 27 to April 28

The Care of Records (Conservation Techniques) BUS 833

Prerequisite: BUS 800 or permission of Toronto-area Archivist Group Co-ordinator.
This course examines common conservation problems and techniques and gives the student practical experience in the application of each. Emphasis is placed on those procedures that may be undertaken without professional assistance or special equipment. Topics covered will include: testing, fumigation, removal of old repairs, cleaning, de-acidification, encapsulation, folder-making, document repair and reinforcement. The course addresses records on all storage media including: paper, photographic, micrographic, video, audio and other machine readable media.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $90.00 Material Fee: $50.00
January 27 to April 28

Electives

Machine Readable Records and Archives RM 904

For course decription, see page 11.

Advanced Records Management RM 901

For course decription, see page 10.

Forms Management RM III RM 902

For course decription, see page 12.

Manuals Management RM IV RM 903

For course decription, see page 12.

Microfilm for your Business MICR 900

For course decription, see page 12.

Procedural Analysis FORM 900

For course decription, see page 12.

Forms Design FORM 901

For course decription, see page 12.

Certificate in Marketing

Compulsory

Marketing MARK 100X

For course description, see page 9.

Marketing Management I MARK 205X

Prerequisite: MARK 100X and MARK 200X
Course Content: This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation and project are covered.

Sat. 9 a.m. to noon St. James Campus
42 hours Fee: $52.50 and purchase of text.
January 24 to May 2

Introduction to Advertising MARK 904

Course Content: This course covers the understanding of the components of advertising which are headline, layout, illustration and copy. It demonstrates how to use each of these components effectively. Additional topics in the course are: the use of consumer research in identifying those people who are most likely to buy, creative strategy (what message to use), selection of appropriate media, pros and cons of using T.V. versus radio versus print.
Text: Advertising Theory & Practice (latest edition).

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
See equivalency for CCUI, page 16.
January 31 to March 14.

Introduction to Retail Management MARK 905

This course is designed to provide basic retail tools and knowledge to the student. Participants are encouraged to use their own business as a case study.
Although the course is designed primarily for "people in business", those who are inclined to become "self-employed" or aspire to a retail management position would be well advised to enroll. Experienced instructors who are professional retail managers are able to identify most common problems and deficiencies and can provide solutions and instructions in simple understandable terms.
Course Content: Planning and budgeting; inventory control; merchandising; cost control; security; personnel, advertising and promotion.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $77.00 Materials: $10.00
January 15 to April 16

Electives

Industrial Marketing MARK 903

Prerequisite: MARK 100X
Course Content: The purpose of this course is to develop an understanding and a working knowledge of marketing in the industrial sphere. The student upon completion of the course is able to effectively apply the marketing concept to the marketing of industrial products.
Text: Industrial Marketing Management

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $82.00 and purchase of text.
January 31 to March 14

Marketing Law LAW 900

Course Content: To acquaint students with the fundamentals of and selected statutory materials on Canadian marketing law.

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $99.00
January 31 to March 14

Marketing Research and Information Systems MARK 202X

Prerequisite: MARK 100X or equivalent.
Course Content: This course is designed for the user of information rather than for the technical research specialist. The course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques, text, cases, project are covered.
Text: Marketing Research (latest edition).

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
See equivalency for CCUI, page 16.
January 31 to March 14.

Product Planning and Pricing Policy NEW MARK 200X

Prerequisite: MARK 100X and MARK 202X
This course is designed to provide the student with an in-depth study of product pricing policies and strategies. Topics include: identification of pertinent factors regarding the product; how to communicate plans of action in oral and written form; and the development of a comprehensive marketing plan for the introduction of a new product.

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50
January 20 to March 26

Consumer Behaviour MARK 906

Marketing refers to the process of satisfying consumers' needs. This course examines consumers and their motivations relating to purchase decisions.
Course Content: The effects of social class on purchasing behaviour; consumers' acceptance of certain new products and rejection of others; the debate whether consumers are manipulated to buy products they do not really need; personality differences and their effects on purchasing behaviour; attitudes on purchasing behaviour, attitudes and beliefs — can they be changed by advertisements?
Text: Consumer Behaviour (latest edition).

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $77.00 and purchase of text.
See equivalency for CCUI, page 16.
January 31 to March 14

Retail Advertising Copy Writing MARK 902

Prerequisite: Retail advertising copywriting or practical experience. Employer proof must be submitted.
The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.
Course Content: Writing copy of regular price, sale, image and institutional advertisement; radio and television writing; direct mail, billboards and posters. Term project entails creating a complete advertising compaign using all media covered in this course.

Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $109.00
January 31 to March 7

Marketing Management II NEW MARK 206X

Prerequisite: All courses required within the Certificate Program in Marketing.
This course is designed to improve the student's ability to: work in groups, improve communication skills, make decisions, and gain full factual knowledge with respect to "Buyer Behaviour".

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50
January 20 to March 26

The Creative Manager BUS 814

This course is for anyone who wishes to be more creative and innovative in their job. Creativity is, in part, an acquired skill. The ability of Canadian firms to compete effectively in a global economy depends on the firm's ability to innovate.
The course assists individuals in recognizing and developing the creative talents inherent in all of us. Creative problem-solving techniques such as brainstorming and synetics are applied to actual problems facing business today. The use of creative techniques in planning, organizing, managing, financing and marketing are developed. The course draws upon cases from small business and big businesses in both the private and public sectors.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $151.00
January 26 to March 30

Purchasing Management Association of Canada (P.M.A.C.)

P.M.A.C.'s Professional Development Program is designed to help students improve their skills in purchasing. The three "Principles" courses are just the first step in obtaining credits towards your Professional Purchaser designation from the Association. For further information on the Professional Development Program, contact the National Office of P.M.A.C. at 2 Carlton Street, Suite 815, Toronto, Ontario M5B 1J3. Telephone: 977-7111.

Principles of Transportation BUS 907

Prerequisite: Grade 12 or 3 years related business experience.
This course is specifically designed for those in purchasing with three objectives: 1) to develop an appreciation of the interaction between the purchasing transportation functions in supply systems; 2) to provide a description of the transportation modes so that the general nature of their rate and services are understood and, 3) to help develop skills in the selection and control of transport services within the context of the supply system. This course is recognized by P.M.A.C.

Tues. 6 to 9 p.m. St. James Campus
45 hours Fee: $180.00
January 27 to May 5

Principles of Inventory and Operations Control BUS 908

Prerequisite: Grade 12 or 3 years related business experience.
This course covers applications in a wide range of organizations including public and non-profit, services, distributors, and end-users, processors, and manufacturers. It is an introductory course; topics include management of inventories (inventory functions and classification, replenishment strategies, order quantities, order points, safety stocks, demand forecasting, and strategies to reduce inventories (MRP and Just-in-time) capacity management, scheduling and project management. This course is recognized by P.M.A.C.

Thurs. 6 to 9 p.m. St. James Campus
45 hours Fee: $180.00
January 29 to May 7

Principles of Buying BUS 909

Prerequisite: Grade 12 or 3 years related business experience.
This course is designed for anyone in industrial, commercial, institutional or government buying. Newcomers to the purchasing field or experienced purchasing personnel who have not taken any work-related courses will profit. Topics include supplier selection, negotiation, taxes, legal aspects of purchasing, considerations of price, quantity, inventory and quality. Course format consists of lectures, case studies and group discussions. Students are expected to participate fully. This course is recognized by P.M.A.C.

Mon. 6 to 9 p.m. St. James Campus
60 hours Fee: $250.00
January 26 to June 8

Physical Distribution

Warehouse Management PD 103X

This course provides an overview of the responsibilities, functions, techniques and tools of modern warehousing.
Text: Modern Warehousing Management

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
January 5 to April 6

Physical Distribution Systems Management I PD 202X

This is a fully integrated course dealing with the sub-systems of physical distribution such as the Distribution Manager's role including organization, concepts, strategies, skills required, and the necessary interfacing within the company in order to react instantly to shifts in supply, demand and total cost.
Text: Strategic Physical Distribution Management

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
January 13 to April 14

Transportation Management I PD 203X

This course provides an overview of the transportation role in Canada and its impact on the domestic and international scene. Specific areas covered are selection of modes, type of service, product characteristics, documentation, insurance, shipping rates, federal and provincial government regulations, management operations, information systems, and economic impact on markets.
Text: Canadian Traffic and Transportation Management — Volume I, 6th Edition

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $10.00
and purchase of text.
January 7 to April 8

Industrial Purchasing PD 204X

This course explores the role of purchasing in the modern business organization. Basic purchasing techniques re: supply sources, pricing, negotiation with suppliers, quality control, timing, cost analysis and control, make or buy decisions, planning, basic policies, and organization.
Text: Purchasing and Materials Management

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
April 21 to July 21

Inventory Control PD 105X

This course is designed to deal with inventory goals and current control techniques such as usage forecasting (cost control), balanced inventories, proper lot-size choices, classification, records, physical control, and inventory budgeting.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
April 22 to July 22

Canadian Credit Union Institute (CCUI) Fellows' Program

Credit Union Central of Ontario
180 Duncan Mill Road
Don Mills, Ontario M3B 3K3
(416) 441-2900

The CCUI Fellows' Program consists of 10 courses (three parts) designed to increase professional competence of personnel in co-operative finance so that credit unions can more effectively contribute to the development of Canadian society.

Complete details on this program may be obtained from:

Admission Requirements: Admission is restricted to employees of credit unions or co-operative industries which are members of CCCS. In addition, applicants must meet the entrance requirements of George Brown College.

Program: The program includes six compulsory courses and four options from among the approved courses. Only two options under each subject category are allowed.

EQUIVALENCY COURSE LIST

CCUI	COURSE NUMBER	GEORGE BROWN
Letter of Recognition		
Accounting	ACC 100X	Accounting I
Business Administration	BUS 900A	Business Management I
Letter of Commendation		
Economics	EC 903	Economics
Marketing	MARK 100X	Marketing
Plus 2 approved options		
Fellows Designation		
Business Strategy		N/A
Co-operative Studies		available only through CCUI
Plus 2 approved options		

APPROVED OPTIONS

CCUI	COURSE NUMBER	GEORGE BROWN
Business — General		
Business Law	OMDP 902A	Ontario Business Law I (half-credit)
	OMDP 902B	Ontario Business Law II (half-credit)
Management of Financial Resources		
Business Finance	ACC 101X	Accounting II
Financial Accounting	ACC 200X	Financial Accounting I
Investment Management	ACC 203X	Financial Accounting II
Management Information Systems	EDP 800	Microcomputers in Business
Management of Human Resources		
Personnel Management	OMDP 906 (half-credit)	People Management: Tools & Techniques
	OMDP 907 (half-credit)	Effective Supervision: Human Relations
Organizational Behaviour	PSY 908	Psychology: Human Resource Management (See Liberal Studies)
Marketing		
Consumer Behaviour	MARK 906	Consumer Behaviour
Promotion Management	MARK 202X	Marketing Research & Information Systems
	or	
	MARK 904	Introduction to Advertising
Quantitative Methods		
Computer Concepts	EDP 100X	Introduction to Data Processing

Job Search Skills NEW BUS 215X

This course provides you with the tools you require to: apply for the job, obtain and keep the job, and how to earn the promotion.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 28 to April 29

Seminars

Registration deadline is the Monday prior to each seminar. Enrolment is limited. No registrations accepted on day of seminar.

Understanding Financial Statements Seminar BUS 803

This seminar is designed for business people with no previous knowledge of accounting who would like to know the basics of reading and interpreting financial statements.
Topics: the balance sheet; the income statement; changes in the financial position; notes of the financial statement; report of the accountant or auditor.

Sat. 9 a.m. to noon or 1 to 4 p.m. St. James Campus
3 hours Fee: $36.00
January 31 or May 2

Franchising Seminar BUS 804

This seminar provides a clear understanding of the nature of a franchise system and a thorough appreciation of the relationship between the franchisor and the franchisee. It will be of particular interest to participants who may be contemplating the purchase of a franchise operation; it will also appeal to the entrepreneur who is considering expansion of an existing business through franchising.
Topics: definitions & criteria; advantages & disadvantages to franchisor & franchisee; areas & methods of investigation; profitability and financing; the franchise agreement & other legal dimensions.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $68.00
January 31 or May 2

Importing Seminar BUS 919

A one-time opportunity to get all the answers regarding importing. Some topics covered are: starting an importing business; marketing for imports in Canada; sourcing an import; rules and regulations; purchasing and financing; pricing and mark-ups; distribution levels.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $68.00
January 31

Study Skills Seminar BUS 806

This seminar is designed to provide a concise presentation of effective study habits. The skills discussed apply to virtually all students. Through a variety of methods and examples, each student is encouraged to incorporate a number of different approaches to improve performance *both* in class and during the examination.

Sat. 9 a.m. to 4 p.m. St. James Campus
5½ hours Fee: $26.00
February 28 or March 28

Managing the Marketing Function Seminar BUS 807

This seminar explains the marketing function. You will explore the evolving marketplace and adopt a competitive stance designed to meet the realities of your market.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $62.00
February 28

Taxation Seminar BUS 808

This seminar will clarify the principles underlying Canadian taxation. It has been designed for anyone interested in tax planning, in particular, present and future small business owners whether their business is incorporated or individual.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $62.00
February 28 or March 28

Effective Labour Relations Seminar BUS 809

This seminar is designed to help supervisors, managers, industrial relations officers, deal effectively with aspects of labour relations where collective agreements are established or where certification is possible.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $62.00
February 28 or March 28

Ontario Business Law Seminar BUS 810

This seminar will enable you to organize your business within the framework of the law. Topics include business structures, contracts and legal implications.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $62.00
February 28 to March 28

Effective Supervision — Human Relations Seminar BUS 811

This seminar will assist you in understanding the basic needs of people in the work situation. Attention will be focused on selection, training, motivation, morale, compensation and communications.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $62.00
February 28 or March 28

How to Start a Small Business Seminar BUS 812

This seminar is intended to help people interested in starting their own business. You are provided with a general orientation that points out the main considerations for success.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $62.00
February 28 to March 28

Administrative Skills For Secretaries Seminar BUS 817

Prerequisite: Practical Business experience.
This two-day workshop will focus on the practical aspects of being an efficient secretary. You will exchange ideas and be given new approaches to managing your daily schedule, dealing with interpersonal relationships, communicating assertively, working as part of a team. Your organization will benefit from your increased ability to handle more of the time-consuming activities which currently diminish the effectiveness of your boss. Special features include high levels of participant interchange, on-the-job examples of approaches to concepts and implementation strategies.

Sat. 9 a.m. to 5 p.m. St. James Campus
14 hours Fee: $120.00
March 21 and 28

Professional Telephone Sales Skills Seminar BUS 818

For course description see page 98.

Managing Through Excellence Seminar BUS 819

For course description see page 98.

Management for Creativity and Innovation BUS 820

For course description see page 98.

Time Management Seminar BUS 821

For course description see page 98.

Effective Negotiating Skills Seminar BUS 822

For course description see page 98.

Dealing With The Problem Performer Seminar BUS 823

For course description see page 99.

Moving Up: Professional Techniques for Career and Personal Success Seminar BUS 830

For course description see page 99.

Advanced Sales Techniques Seminar BUS 832

For course description see page 99.

Discover Bed & Breakfast Seminar BUS 831

This one-day workshop is designed for actual or potential "B & B" hosts. The general objective of this guest-home management workshop is to provide a comprehensive body of knowledge on the requirements, practices and recommended procedures for converting your home into a fascinating and profitable small business endeavour. The workshop has been designed and developed by successful Bed and Breakfast operators in southern Ontario, and it is their expertise and invaluable practical experience as small innkeepers that make this course a must.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
March 21

How to Successfully Import From The Far East NEW BUS 834

In this seminar you obtain the tools necessary to set up a stable source network to import quality products from the Far East. Topics include: "The Factory System" in the Far East; How to source effectively; cultural considerations in negotiations; Production and quality control; Methods of payment and shipping.

Sat. 9 a.m. to noon or 1 to 4 p.m. St. James Campus
3 hours Fee: $45.00
February 14

Effective Team Building NEW BUS 835

Have you had problems trying to get a group to work as a team? This seminar provides insight and guidelines. Topics include: an overview of the management function, leadership styles, how to ask the right questions, motivation, realities facing a team, group thinking, group dynamics, and how to select team members.

Sat. 9 a.m. to 5 p.m. St. James Campus
6 hours Fee: $65.00
February 21 or March 14

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Insurance Courses leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $37 per A.I.I.C. subject is collected by the Institute. The examination fee for General Insurance Essentials is currently $30.

REGISTRATION DEADLINES:

Courses: January 5, 1987

Examinations: January 31, 1987
INSTITUTE EXAMS:
April 6 to 10, 1987

Principles and Practice of Insurance INS 911

This course introduces the insurance business; the organization and operation of insurance; law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.
Note: This course is a prerequisite for any other A.I.I.C. subject.

Mon. 5:30 to 8:30 p.m. OR Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
January 12 to March 30
February 14 to March 21
April 13 to June 29
May 23 to June 27

Insurance on Property I INS 912

Prerequisite: INS 911
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions -- fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
January 14 to April 1
April 15 to July 1

Insurance Against Liability INS 913

Prerequisite: INS 911
Course Content: The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences. The Law of Negligence — Province of Quebec.

Thurs. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
January 15 to April 2
April 23 to July 2

Automobile Insurance INS 914

Prerequisite: INS 911
Course Content: Introduction and development, and applications in general, applications for Owner's form (S.P.F.I.); Owner's form — Section A — Third Party Liability; Owners form -- Section B — Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws: highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Tues. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
January 13 to March 31
February 14 to March 21
April 14 to June 30
May 23 to June 27

Insurance Accounts and Finance INS 916

This course is the mandatory last course in the A.I.I.C. program.
Course Content: Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods inter-relationship of accounting and statistical departments: books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
January 14 to April 1
April 15 to July 1

Claims I INS 917

Prerequisites: INS 911, INS 912, INS 913, INS 914.
An introduction to insurance claims; the independent adjuster; the insurer's claims department; the contract; the policy; investigation and settlement; the adjuster's role; first party claims: automobile; first party claims: property; first party claims: commercial property: Third party claims; documentation: property claims; aids to implementing adjustment.

Mon. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
Fee: $81.00 Materials: $10.00
and purchase of text.
January 12 to March 30
February 14 to March 21
April 13 to June 29
May 23 to June 27

Bodily Injury Claims INS 932

Prerequisite: INS 911 and INS 917, INS 946
Course Content: Investigation and background, anatomy, bodily injury, bodily injury treatment, interpretation of medical reports, disability, rehabilitation, the evaluation, negotiation and settlement of bodily injury claims.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
January 15 to April 2
April 23 to July 2

Insurance on Property II INS 933

Prerequisite: INS 911 and INS 912
Course Content: Business fire coverages; extended coverage endorsements E.C.K.L.J. rating: fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
January 12 to March 30
April 13 to June 29

Insurance on the Person INS 934

Prerequisite: INS 911
Course Content: History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness -- history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Wed. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
January 14 to April 1
February 14 to March 21
April 15 to July 1
May 23 to June 27

Insurance against Crime INS 935

Prerequisite: INS 911
Course Content: Definitions, policy conditions; Robbery insurance; Burglary insurance; Theft insurance; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
January 13 to March 31
April 14 to June 30

Building Construction/ Fire Protection and Basic Hazards INS 936

Prerequisite: INS 911
Course Content: A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
January 14 to April 1
April 15 to July 1

Industrial and Process Hazards — INS 937

Prerequisite: INS 911
Course Content: Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Thurs. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00 and purchase of text.
January 15 to April 2
February 14 to March 21
April 23 to July 2
May 23 to June 27

Casualty Loss Prevention — INS 938

Prerequisites: INS 911, INS 913, INS 935.
Course Content: Owners', landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and school camps elevator liability. Manufacturers' and contractors' liability. Crime: Introduction, fidelity bonds, crime inspections, physical protection. Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system. Safe and vaults: robbery.

Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00 and purchase of text.
January 13 to March 31
April 14 to June 30

Business Interruption — INS 940

Prerequisite: INS 911, INS 912.
Course Content: Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest. Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00 and purchase of text.
January 12 to March 30
April 13 to June 29

Trust Companies Institute

TRUST COMPANIES INSTITUTE
L'INSTITUT DES COMPAGNIES DE FIDUCIE

The Trust Companies Institute (TCI), the educational arm of the Trust Companies Association of Canada Inc., seeks to develop a high standard of professionalism by persons employed in member Trust Companies. The Institute provides business, technical and management programs to the Canadian Trust industry.

The Institute's Business Education Program requires candidates to complete six general business subjects and to have one year's business experience. Upon completion of these requirements, candidates are awarded a Business Education Certificate by the Institute. George Brown College, in cooperation with the Trust Companies Institute, offers courses which can be credited towards the Business Education Program.

Candidates are responsible for registering with George Brown College and also with the Institute by completing a TCI registration form available from TCI and TCI Company Representative. Transcripts of courses successfully completed should be forwarded to the Institute by candidates upon completion of the program.

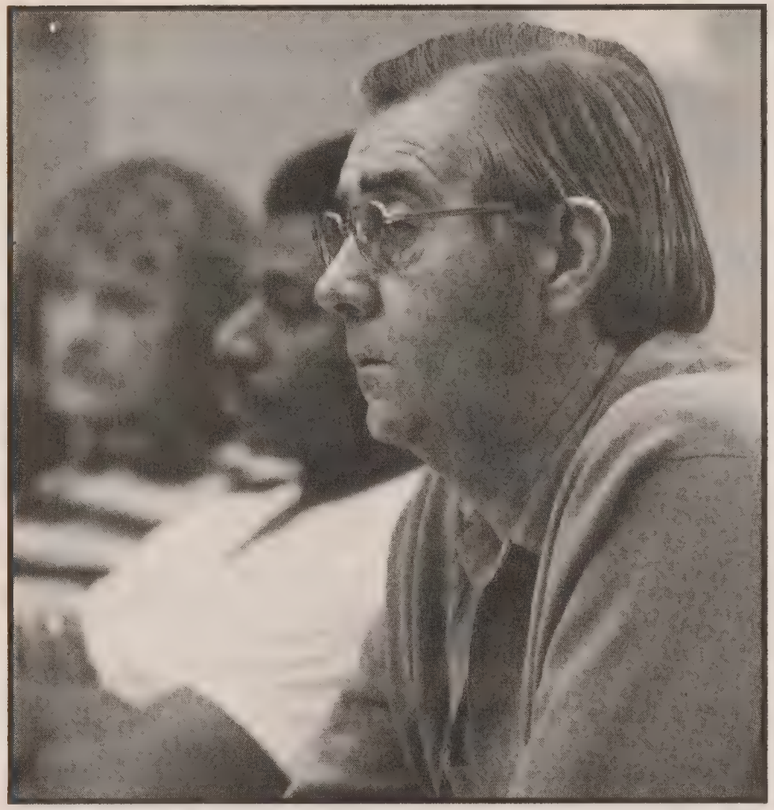
Individuals interested in Institute programs should contact the Institute for further details:

Trust Companies Institute
335 Bay Street
7th Floor
Toronto, Ontario
M5H 2R3
Telephone: (416) 364-1210

TCI Compulsory Subject	George Brown Equivalent
Principles of Accounting OR Financial Accounting	ACC 100X Accounting I ACC 200X Financial Accounting I
Law (one of) · Business · Commercial · Real Estate	OMDP 902A Ontario Business Law I RE 905 Real Property Law
Communications (one of) · Business · Interpersonal · Management OR Organizational Behaviour OR Human Relations	ELS 903 Business Communication ENG 933 Bare Essentials ELS 160 Language & Communication I ENG 721 English B Applied Communications COMM 901 Communications I and ENG 927 Report Writing
Principles of Economics (one of) · Micro · Macro	EC 903 Economics EC 900 Economics — An Introduction

TCI Optional Subjects/Equivalent Course Number/Title

ACC 101X Accounting II	OMDP 907 Effective Supervision — Human Relations
ACC 202X Cost Accounting I	OMDP 941 Effective Labour Relations
BUS 900A Business Management I	PRGM 925 Intro. Microcomputer Programming
EDP 100X Intro. to Data Processing	PRGM 970 Intro. to Electronic Data Processing
EDP 800 Microcomputers in Business	PSY 906 Psychology Human Resource Management
ELTC 928 Intro. to Microprocessors and Microcomputers	PSY 907 Psychology An Introduction
MARK 100X Marketing	



Casualty Covers — INS 943

Prerequisite: INS 911
Course Content: Glass Insurance; Surety bonds. Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and worker's compensation, aviation accident insurance air cargo liability insurance; miscellaneous coverages -- water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance.

Thurs. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00 and purchase of text.
January 15 to April 2
February 14 to March 21
April 23 to July 2
May 23 to June 27

Claims II — INS 946

Prerequisites: INS 911, INS 917
Principles governing settlement; preserving the evidence; general liability claims professional and products liability claims; fidelity bond claims; surety bond claims; claims evaluation, settlement negotiation, and claim termination; civil procedure.

Thurs. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00 and purchase of text.
January 15 to April 2
February 14 to March 21
April 23 to July 2
May 23 to June 27

Personal Lines Production — INS 971

Prerequisite: INS 911
The insurance business -- an overview; definitions and explanations; organization of the insurance business. Sales — an introduction; selling individual selling skills. Legal background; jurisdiction — federal and provincial; tort; agency; contract law. Home insurance; automobile insurance; life insurance.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00 and purchase of text.
January 15 to April 2
April 23 to July 2

Commercial Lines Production I — INS 972

Prerequisite: INS 911, INS 971.
A comprehensive program of Risk Management Analysis, stressing the four categories of insurance; Property, casualty, business interruption, and life insurance. This course deals with the ever changing insurance environment helping to identify the insured and insurer's needs. The program uses case management techniques as well as reviews the various policy wordings. This course is highly recommended for insurance brokers and underwriters.

Mon. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00 and purchase of text.
January 12 to March 30
February 14 to March 21
April 13 to June 29
May 23 to June 27

General Insurance Essentials — Part I — INS 981

This course is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in cooperation with the Insurance Institute of Canada.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00 and purchase of text.
January 15 to April 2
April 23 to July 2

General Insurance Essentials — Part II — INS 982

Prerequisite: INS 981.
Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911.

Tues. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $81.00 Material Fee: $10.00 and purchase of text.
January 13 to March 31
February 14 to March 21
April 14 to June 30
May 23 to June 27

Basic Broker Registration (General Lines Insurance) INS 944

Intended for those preparing for broker registration in RIBO (acting under supervision). Also useful for non-producer broker staff, insurance buyers, adjusters, insurance company personnel. Instructors are drawn from among leading brokers.
This evening course is equivalent to the 10-day broker registration course offered by IBAO at the School of Insurance in Toronto.
Course Content: Emphasis on the skills required of new brokers by RIBO: Principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds, brokerage office operations and routines.

Mon. and Wed. 6 to 9 p.m. St. James Campus
72 hours Fee: $144.00 Materials: $185.00 (mandatory with registration)
NOTE: No refund on these materials.
RIBO Examination Fee: $35.00
January 12 to April 1
April 13 to July 6

Computer Studies

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using BASIC.
Text: Computer Fundamentals with Application Software and Watcom BASIC Made Easy

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of texts.
January 26 or 27 to April 1 or 2
April 20 or 22 to June 29 or 25

Computer Literacy I (An introduction to Microcomputers) PRGM 993

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

Tues. 6 to 9 p.m. or Sat. 9 a.m. to noon
St. James Campus
18 hours Fee: $68.00 Materials: $5.00
January 13 or 17 to February 17 or 21
March 3 or 7 to April 7 or 11
April 21 or 25 to May 26 or June 6
June 9 or 13 to July 14 or 18

COBOL I EDP 101X

Prerequisite: EDP 100X or equivalent.
Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
January 27 to April 2
April 21 to June 25

COBOL II EDP 200X

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.
Text: COBOL: A Structured Approach

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
January 27 to April 2
April 21 to June 25

Microcomputers in Business EDP 800

Prerequisite: Basic knowledge of microcomputer operations.
This course is of particular interest to those acquainted with general procedures for processing business information. Various types of commercially available productivity software will be introduced, including: BASIC, electronic spreadsheet, wordprocessor, data manager, graphics and integrated packages. Learning is reinforced by hands-on application exercises in most of these areas.

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $98.00 Materials: $8.00 and purchase of text. See equivalency for CCUI, TCI, page 16, 20.
January 24 to April 4
April 25 to July 11

Introduction to dBASE III PRGM 997

Prerequisite: Familiarity with microcomputers.
dBASE III is the latest version of dBASE. It is one of the most popular database management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBASE programming.

Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $109.00 Materials: $5.00
January 16 to February 20
March 6 to April 10

Advanced dBASE III PRGM 998

Prerequisite: Introduction to dBASE III
This course is designed for those who want to use dBASE III beyond just the interactive mode and become involved in its built-in programming language. The student starts by creating small business-related programs and learns how to build these step-by-step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the work place.

Wed. 6 to 9 p.m. St. James Campus
18 hours Fee: $110.00
March 11 to April 15

Introduction to Lotus 1-2-3 BUS 813

Prerequisite: Basic knowledge of microcomputers.
Lotus 1-2-3 is one of the most fascinating business software packages ever made for microcomputers. This popular electronic spreadsheet combines power and flexibility with ease of use. This course provides a clear, concise and practical approach to 1-2-3 that will benefit not only the novice but also those who already have some knowledge of 1-2-3.

Tues. or Thurs. 6 to 9 p.m. St. James Campus
18 hours Fee: $203.00 Materials: $20.00
January 20 or 22 to February 24 or 26
March 10 or 12 to April 14 or 23

Advanced Lotus 1-2-3 BUS 815

Prerequisite: BUS 813 or practical business experience with Lotus 1-2-3.
This course is designed for those who already have some knowledge of 1-2-3 and wish to move on to more advanced topics, especially the use of macros. The course shows the student how to design the worksheet and create macros for a wide variety of business applications. It also introduces the student to data sharing between 1-2-3, dBASE II and Wordstar. Those presently working at the elementary level with 1-2-3 will soon realize how much potential 1-2-3 has.

Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $125.00 Material Fee: $15.00
January 26 to February 16
March 2 to March 23

***For information* on computer courses in the Business Division, call (416) 967-1212, Ext. 3289/*90*/*91*.**

For more courses in computer studies, see the Computer Studies section, page 40.

Typing

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the Keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A speed of 20 to 25 words per minute is the desired goal.
Text: Typing Power Drills

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
January 26 or 27 to April 1 or 2
April 20 or 21 to June 29 or 25

Typewriting I (Beginning) TYP 901

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting setups; (b) achieve 25 w.p.m. or better on five-minute tests.
Course Content: All the keys are taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part). The names, care, and proper manipulation of the parts of the machine are introduced as required. Also the rules of syllabication and capitalization, tabulation and letters are covered.
Text: Keyboarding for Canadian Colleges Career Course and Typing Power Drills.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
January 26 or 27 to April 1 or 2
April 20 or 21 to June 29 or 25

Typewriting II (Intermediate) TYP 903

Prerequisite: 25 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m. or better.
Text: Keyboarding for Canadian Colleges Career Course and Typing Power Drills.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
January 26 to April 1
April 20 to June 29

Typewriting III (Advanced) TYP 905

Prerequisite: 35 w.p.m. or TYP 903.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; dicta typing; and office simulation.
Text: Keyboarding for Canadian Colleges Career Course and Pine Tree Resorts — An Office Simulation.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $10.00 and purchase of text.
January 27 to April 2
April 21 to June 25

Typing tests are held at the St. James Campus, Room 302, Tuesday, Wednesday or Thursday at 8:45 a.m.

Word Processing

Word Processing Concepts WORD 113X

This course introduces the student to purpose and place of word processing and examines equipment and types of word processing systems.
This course does not include hands-on applications.
Text: Word Processing and Information Systems.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 and purchase of text.
January 29 to April 2
April 23 to June 25

Word Processing I WORD 201X

Prerequisite: Grade 12 English and 45 wpm in typing (test required).
Course Content: This course is designed for the student who has already substantial office experience and who wishes to acquire the skills to operate word processing equipment effectively. Intensive hands-on-training will be provided on the Wang system.

Mon. and Wed. 6 to 9 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $144.00 Materials: $15.00
January 19 or 24 to February 18 or 21
March 2 or 7 to April 1 or 4

Intermediate Word Processing WORD 800

Prerequisite: WORD 201X or proof from employer of practical experience required when registering.
Continued Training on the Wang System.
Introduction to glossary. Students will be able to create, manipulate and print documents using the following functions: Merge, Dual Column and Repagination.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $144.00 Materials: $15.00
January 20 to February 19
March 3 to April 2

Advanced Word Processing WORD 801

Prerequisite: Intermediate Word Processing.
This course continues training on the Wang system. Topics include: advanced glossary functions including Decision Processing; Mathematics Support Package; Document Merge; Alternating Headers and Footers; and Column Edit. Demonstrations include: Format modification, index generator and superglobal replace.

Fri. 6 to 9 p.m. St. James Campus
30 hours Fee: $144.00 Material Fee: $15.00
January 23 to March 27

Shorthand

Pitman Shorthand Theory II SHP 900B

For course description, see page 10.

Pitman Shorthand Speed Development SHP 901

For course description, see page 10.

Machine Shorthand

Stenograph Machine Shorthand — SHM 120X

Prerequisite: Grade 12 English.
This course provides the student with instruction for complete mastery of stenograph theory with emphasis on technique, accuracy and computer compatibility, using intensive drill; readbacks; dictation. For a list of required supplies please call 967-1212, ext. 3292.

Wed. 6 to 9 p.m. and Sat. 9 a.m. to 1 p.m.
St. James Campus
224 hours Fee: $281.25
January 21 to August 29

Medical/Legal Office Procedures

Medical Office Practice — BUS 176X

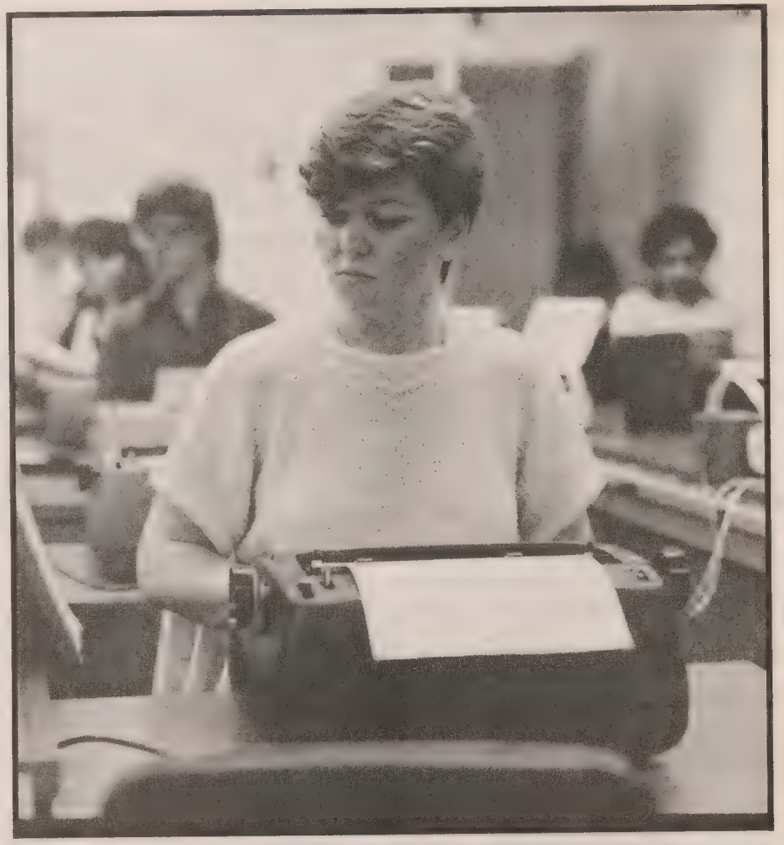
Prerequisites: Grade 12 English and 35 w.p.m. typing. Proof required upon registration.
Course Content: Introduction to daily routine work in a doctor's office, including correspondence and appointments. Development of office practice skills with emphasis on patient files, medical forms, OHIP, WCB forms and assignments related to a hospital dicta typing pool. Medical office environment simulation to the highest degree possible.
Text: Office Procedures for Canadian Medical Secretaries.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
January 27 to April 2
April 21 to June 25

Real Estate Procedures for the Legal Secretary — BUS 816

Prerequisite: Experience as a secretary.
This course familiarizes the student with a step-by-step procedure in simple real estate transactions, (i.e. purchase, sale, institutional mortgage) with emphasis on establishing a "next step" approach to a transaction without prompting. Students acquire a basic understanding of the nature of the transaction and of roles as assistants to the solicitor. Students are required to start and maintain a precedent binder and checklist for procedures in transactions. Students are encouraged to use their firm's forms for precedents.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $100.00 Material Fee: $10.00
January 28 to April 1
April 22 to June 24



The Legal Secretary — Corporate — BUS 920

Prerequisite: Experience in a legal office or legal secretary course.
This course is designed to enable the legal secretary to understand corporate practice in Ontario and thereby allow him/her to handle the administration related to incorporating an Ontario company and thereafter organizing the company. Topics include: documents required to incorporate, drafting Articles of Incorporation, what are the initial banking documents. Agreement between shareholders, how to remove Directors, how to conduct registration of out-of-province companies.

Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $42.00 Material Fee: $20.00
February 2 to 23
April 6 to 27

Legal Secretary — Estates — BUS 921

Prerequisite: Experience as a secretary in a legal firm or legal secretary general course.
This course is designed to ensure that the legal secretary has a clear understanding of Estate administration which will allow the secretary to act autonomously and accurately with regard to the probate or administration of a straight-forward undisputed estate of a deceased person. Topics include: Terminology used in estate practice, role of the secretary in completing estates, completion and filing of documents, what is an "Administration Bond", liquidating or transferring of estate assets, winding up an estate.

Wed. 6 to 9 p.m. St. James Campus
12 hours Fee: $42.00 Materials: $20.00
February 4 to 25
April 8 to 29

ONTARIO MANAGEMENT DEVELOPMENT PROGRAM

designed for
Owners
Managers
Supervisors
Entrepreneurs

REGISTRATION DEADLINE: January 12, 1987
Ontario Management Development Program (OMDP) courses:
- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Colleges and Universities, to recognize your achievement on completion of basic programs.

Co-ordinated by the Ministry of Colleges and Universities in co-operation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank. Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners.
Register in one or more courses in the same term and select the courses in the sequence outlined below.
For more information, please call 967-1212, ext. 3289, 3290, 3291.
No refund for course kits. Course kits for OMDP courses must be purchased at or before your first class, from the College bookstore. Approximate cost is $20 to $25. For the following courses, OMDP 900; OMDP 955; OMDP 956; OMDP 957; course kits are included in the materials fee and will be distributed in class. This portion of the materials fee is non-refundable.
Certificate Category:
Business Management Studies
Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "F", or from non-OMDP, College-approved related courses.

Group A:	Business Management/General
72-07	OMDP922 Management for Results
82-09	OMDP930 Management by Objectives and Results
80-08	OMDP931 Successful Small Business Management

Group B:	Financial Control
79-09	OMDP926 Internal Control for Small Business
79-051 to 79-060	OMDP902A Ontario Business Law I
79-061 to 79-070	OMDP 902B Ontario Business Law II
82-01	OMDP925 Fundamentals of Financial Management
68-01	OMDP916 Credit & Collections
76-02	OMDP909 Management Approach to Credit & Collections

Group C:	Marketing
80-03	OMDP923 The ABCs of Selling
81-03	OMDP948 How to Operate a Successful Retail Store
72-08	OMDP933 Managing the Marketing Function
76-12	OMDP934 Planning Profitable Advertising
79-11	OMDP935 Marketing Your Product
77-11	OMDP936 Marketing for Small Business
80-04	OMDP937 Understanding your Customer

Group D:	Production
72-06	OMDP938 Job Enrichment for Administration
75-04	OMDP940 Effective Supervision – Production
75-03	OMDP908 Effective Supervision – Administration

Group E:	Personnel Management and Labour Relations
75-01	OMDP907 Effective Supervision – Human Relations
82-03	OMDP912 Management Skills in Personnel Selection
81-04	OMDP906 People Management: Tools & Techniques
76-01	OMDP941 Effective Labour Relations
75-02	OMDP942 Effective Supervision – Communications

Group F:	Electives
77-10	OMDP914 How to Start a Small Business
82-06	OMDP944 The Basics of Small Computer Systems
82-001 to 82-072	OMDP900 Management Functions for Supervisors
84-14	OMDP 953 Bookkeeping

Supervisory Studies
Satisfactory completion of six courses, two of which are from group A one from group B, and one from group C. The remaining two may be OMDP or non-OMDP courses provided they offer training or education in the supervisory function.

Group A:	Human Resources
75-01	OMDP907 Effective Supervision-Human Relations
75-02	OMDP942 Effective Supervision-Communications
82-001 to 82-072	OMDP900 Management Functions For Supervisors
84-14	OMDP953 Bookkeeping
84-12	OMDP954 Effective Communication in Today's Business World
82-001 to 82-043	OMDP957 The Supervisor-Managing Resources
82-018 to 82-061	OMDP955 The Supervisor-Training & Developing Staff
82-031 to 82-056	OMDP956 Leadership

Group B:	Work-Related
75-04	OMDP940 Effective Supervision-Production
75-03	OMDP908 Effective Supervision-Administration

Group C:	Electives
72-07	OMDP922 Management For Results
82-09	OMDP930 Management By Objectives & Results
72-06	OMDP938 Job Enrichment For Administration
81-04	OMDP906 People Management: Tools & Techniques
76-01	OMDP941 Effective Labour Relations

Certificate in Business Management Studies

Management Functions For Supervisors OMDP 900

Course Content: The role of the supervisor; Management process: an introduction; Time Management; Introduction to budgeting; Decision making techniques; Allocating human resources; Meeting management; Interviewing: An Introduction; Performance appraisals; Women as supervisors and supervising women.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00
January 22 to March 26
April 16 to June 18

Ontario Business Law I OMDP 902A

For course description, see page 8.

Ontario Business Law II

For course description, see page 8.

People Management: Tools and Techniques OMDP 906

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
See equivalency for CCU1, page 16.
January 22 to March 26
April 16 to June 18

Effective Supervision — Human Relations OMDP 907

For course description, see page 10.

Effective Supervision in Administration OMDP 908

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 21 to March 25
April 15 to June 17

Management Approach to Credit and Collections OMDP 909

Course Content: To develop a managerial concern for the planning, organizing, coordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 22 to March 26
April 16 to June 18

Management Skills in Personnel Selection QMDP 912

Course Content: To establish criteria or bench-marks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics covered include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 19 to March 23
April 13 to June 22

How To Start a Small Business OMDP 914

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort? Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Mon. or Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 19 or 22 to March 23 or 26
April 13 or 16 to June 22 or 18

Credit and Collections OMDP 916

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of text.
January 19 to March 23
April 13 to June 22

Management For Results OMDP 922

Course Content: To improve managerial skills. To link together both fundamental and advanced concepts of the management process of delegation and job enrichment, and an integrated policy of management by objectives.

Wed. 6 to 9 p.m. or Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 21 or 24 to March 25 or February 28
April 15 or 18 to June 17 or 20

The ABCs of Selling OMDP 923

Course Content: To understand what "professionalism" is in selling, and what is meant by "customer's needs".
It will help participants to recognize the importance of knowing their competition, and to offer some guidelines for researching product information. Students will come to understand the importance of closing a sale effectively by knowing when and how. They will appreciate the importance of presenting a product well; some of the techniques of a successful demonstration and the value of using sources of justification.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 20 to March 24
April 14 to June 16

Fundamentals of Financial Management OMDP 925

Prerequisite: Students must have a knowledge of basic accounting.
This course will enable students to understand what an Income Statement presents. It also teaches students how to prepare "break-even" information using at least one of three methods — "Preparation", "Application" or "Limitations". It acquaints students with "cash budgeting" as a management tool, the preparation of cash budgets, and ways by which management uses cash budgets.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 21 to March 25
April 15 to June 17

Internal Control for Small Businesses OMDP 926

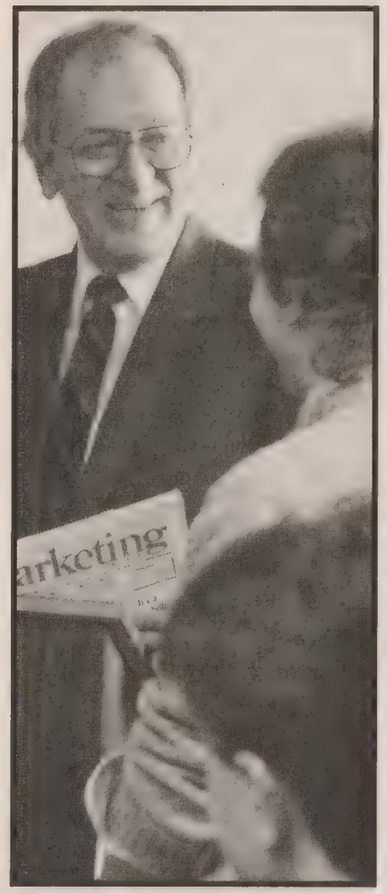
The course will enable students to understand the flow of cash in a business, the need to control it through a cash control system; to understand bank accounting role in business. It will allow the participants to develop an appreciation for a salary/wage control system.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 22 to March 26
April 16 to June 18

Management by Objectives and Results OMDP 930

Course Content: This course introduces the basic principles of management by objectives and results using an activity-oriented, learning-by-doing approach. Emphasis is on helping participants successfully apply Management by Objectives in their business.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 19 to March 23
April 13 to June 22



Successful Small Business Management — Introductory Level OMDP 931

This course provides you, the student, with the opportunity to improve your managerial skills. Topics include: decision-making, problem-solving, developing a good staff, getting the message across, control and managing for healthy growth.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 22 to March 26
April 16 to June 18

Managing the Marketing Function OMDP 933

This course introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 19 to March 23
April 13 to June 22

Planning Profitable Advertising OMDP 934

This course is designed to familiarize the non-professional advertiser with the advertising process in lieu of agency services. Emphasis is on true-to-life promotions and ideas that help participants learn from successful advertisers.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 19 to March 23
April 13 to June 22

Marketing Your Product OMDP 935

This course explains consumer behaviour. The student learns to appreciate the importance of a clear marketing strategy and its impact on a business' profitability. Topics include: product management, developing brand images, choosing and developing your product, the importance of distribution.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 20 to March 24
April 14 to June 16

Marketing for Small Business OMDP 936

This course is designed for people with little or no formal marketing background. The basic tools of marketing are outlined and focuses their application on the small or medium-size business. This course assists anyone interested in understanding the basic elements of marketing and how they produce results.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 22 to March 26
April 16 to June 18

Understanding Your Customer OMDP 937

This course assists you to understand the customer. Learn how they decide what, where and when to buy. This knowledge will equip you to make whatever changes or adjustments your business may need to satisfy your customers.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 19 to March 23
April 13 to June 22

Job Enrichment for Administration OMDP 938

This course is designed for sales and marketing directors, office managers, supervisors, and key managers in any administrative area. It will improve the supervisor's ability to give real attention to the achievement of the individual employee, while effectively integrating the accomplishments of all employees to further the success of the organization.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 20 to March 24
April 14 to June 16

Effective Supervision — Production OMDP 940

This course is designed for supervisors, aspiring supervisors, and foremen in any type of production or manufacturing-oriented industry, regardless of size. Topics include: the role of the supervisor; principles of effective supervision; employee motivation; planning; measuring results; developing and getting a day's work done; setting objectives and goals; measuring results and efficiency.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 19 to March 23
April 13 to June 22

Effective Labour Relations OMDP 941

This course is designed to help supervisors deal effectively with aspects of labour relations, where collective agreements are established or where certification is possible. Topics include: union security, management rights, negotiations, collective agreements, employee-employer relations, establishing bargaining rights.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
See equivalency for TC1 page 20.
January 20 to March 24
April 14 to June 16

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Effective Supervision — Communications OMDP 942

This course assists supervisors/management personnel to develop effective communication techniques, both verbal and written. Topics include: learning to listen, barriers to communication, common problems, the meaning and definition of communication.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 21 to March 25
April 15 to June 17

The Basics of Small Computer Systems OMDP 944

This course is for the person who needs to know what is happening in the computer world today. Students are provided with the basic knowledge required to understand how computers work; analyze needs for computerization; select and shop for the selected system; provides sound advice on how to avoid a computer victim; and how to up-grade your present system.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 24 to February 28
April 25 to June 6

How to Operate a Successful Retail Store OMDP 948

This course is designed for one purpose: to help you become a better retailer and help turn your plans into reality . . . and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, designing your store to sell.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 21 to March 25
April 15 to June 17

Bookkeeping OMDP 953

This introductory course provides a basic knowledge of bookkeeping. It is designed for anyone who wants to understand how bookkeeping works and how accounting can help to manage a small business effectively. (This is not equivalent to BOK 552X.)

Sat. 9:00 a.m. to noon St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 24 to March 28
April 25 to July 4

Effective Communication in Today's Business World OMDP 954

This course is designed to increase interpersonal competence of administrators, managers, and supervisors by means of improved communication.
Topics will include: negotiating and dealing with the individual, speaking out, communication for results, leadership training, using task groups to problem-solve, handling conflict, creativity and brainstorming.

Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 24 to February 28
April 25 to June 6

The Supervisor — Training and Developing Staff OMDP 955

This course teaches the supervisor how to train and effectively develop his/her staff. Topics include: performance appraisals; setting standards and performance evaluations; understanding people at work; counselling employees; how to run a better meeting; decision making techniques and training in job skills.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00
January 19 to March 23
April 13 to June 22

Leadership OMDP 956

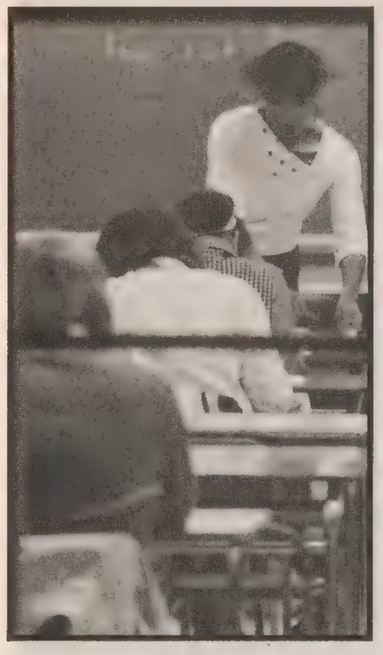
This course is designed to further develop the supervisor's role as a leader. Topics include: job enrichment, leadership styles, leadership characteristics, styles of handling conflict, developing and maintaining morale, motivation through achievement, and developing communication skills.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00
January 19 to March 23
April 13 to June 22

The Supervisor — Managing Resources OMDP 957

In this course, the supervisor learns how to manage and utilize his/her resources. Topics include: improving productivity; managing the workload; setting goals; planning, organizing and leading; co-ordinating and controlling; managing physical resources; training and instructing employees; and the role of the supervisor.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00
January 20 to March 24
April 14 to June 16



Academic Upgrading

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into apprenticeship, vocational training and two-year diploma programs offered at colleges of applied arts and technology.

For more information **about Upgrading courses, please call (416) 967-1212, ext. 2462.**

English

Pre-Upgrading ENG 930

This course is a preparatory class for those students who do not meet the requirements of ENG 906. Emphasis will be on reading and writing skills. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 13 to May 5

English Upgrading 8 ENG 906

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 13 to May 5

English Upgrading 9 ENG 907

Prerequisite: ENG 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 13 to May 5

English Upgrading 10 ENG 908

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 13 to May 5

The Computer aided Instruction Lab

MATH 930

Learn mathematics and science at your own pace at George Brown's new lab.
146 Kendal Ave., Room E 132

Casa Loma Campus
10 hours of tutorials for $5
(Monday-Thursday 3 to 4 p.m.)

The lab can accommodate up to 30 people and delivers a wide variety of mathematics and science tutorials including —

Mathematics
Mathematics of Finance
Integers and Rationals
Probability
Introduction to Statistics
Metric Games
Technology Mathematics
(no calculus)
Arithmetic
Algebra
Measurement
Co-ordinates and Transformations

Science
Electricity
Chemistry

IT'S EASY

Students learn to use the system in about 15 minutes. A teacher is on hand to help with individual problems.
Call Kay Singh at **967-1212,**
Ext. 2454, 9 a.m.-3 p.m., for information.

English Upgrading 11 ENG 909

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from Twentieth Century literature.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 12 to April 6

English Upgrading 12 ENG 910

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 12 to April 6

Language and Communication I ELS 160

Prerequisite: Enrolment in a post secondary program.
Course content: This course functions as a make-up course for students who do not obtain a passing grade in English 141, and will satisfy program requirements for most first semester post-secondary language and communication courses.
Emphasis is on clear, concise technical and business writing with minimal grammatical and usage errors. The use of headings, numbering systems and spacing information "packages" will be emphasized in a variety of technical and business writing assignments.

Tues. 4 to 7 p.m. Casa Loma and St. James Campuses.
45 hours Fee: $56.25
January 27 to May 5

Mathematics and Science

Mathematics Upgrading 8 MATH 906

Prerequisite: Grade 7 mathematics or equivalent.
A placement test will be administered to determine exact starting point.
Introduction to basic mathematics. Course content includes work with whole numbers, fractions, decimals, per cent, ratio and proportion. Individualized instruction with some group teaching.

NOTE: This class may be combined with Math 907 and Math 908.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 15 to May 7

Mathematics Upgrading 9 — MATH 907

Prerequisite: Grade 8 mathematics or equivalent. A placement test will be administered to determine exact starting place.
Review, enrichment and consolidation of basic mathematics and introduction to basic algebra. Course content includes work with linear equations, formulae, inequalities and solution of word problems using algebraic equations. Individualized instruction with some group teaching.

NOTE: This class may be combined with Math 906 and Math 908.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 15 to May 7

Mathematics Upgrading 10 — MATH 908

Prerequisite: Math 907 or equivalent. A placement test will be administered to determine exact starting point.
Course Content: Brief review of Math 907. Introduction to products and factoring, solving equations in two variables, graphing. Equations involving algebraic fractions. Some work with quadratic equations.

NOTE: This class may be combined with Math 906 and Math 907.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 15 to May 7

Mathematics Upgrading 11 — MATH 909

Prerequisite: Grade 10 mathematics or Math 908.
Brief review of basic arithmetical skills and grade 10 algebra; emphasis on solving different types of equations; problem solving; graphing linear and quadratic functions; solving right triangles; applications; calculator skills.

NOTE: This class may be combined with Math 910.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 13 to April 7

Mathematics Upgrading 12 — MATH 910

Prerequisite: Grade 11 mathematics or Math 909.
Continuation and expansion of Math 909. Solving additional types of equations and inequalities (linear, quadratic, radical, exponential and logarithmic); solving linear and non-linear systems of equations; relations, functions and their graphs; sequences and series; solving oblique triangles and basic trigonometry; problem solving; applications; advanced calculator skills.

NOTE: This class may be combined with Math 909.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 13 to April 7

Physics — PHY 900

Prerequisite: Grade 10 science and Grade 11 mathematics.
Course Content: Grade 11 or 12 level mechanics, heat and electricity.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 13 to April 7

Biology — BIO 900

Prerequisite: Grade 10 science.
Course Content: Human anatomy and physiology at the Grade 11 or 12 level; structure and function of the various body systems, with laboratory work.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 12 to April 6

Chemistry — CHEM 900

Prerequisite: Grade 10 Science.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Tues. and Thurs. 7 to 10 p.m.
(Fall and Winter) Casa Loma Campus
75 hours Fee: $40.00
January 13 to April 7

Pre-Health Science Program

George Brown College offers a Pre-Health Science program (PH700) which will be of interest to men and women who wish to enter a post-secondary Health Science program but lack the prerequisites.
The objectives of PH700 are to prepare applicants for entry into a post-secondary, health-related program and to provide a background in basic sciences, English, mathematics and social sciences through specially designed courses.
PH700 is for 16 weeks, 28 hours per week from 0800-1600 hours with intakes in September and January. Classes are held at St. James Campus and are available on a part-time day basis as well as full-time. Selected courses are offered in the evening (See BIO 700X, CHEM 700X).
For additional information please call 967-1212, ext. 3379/3380.

Courses:
Biology 700, 80 hours, human biology
Chemistry 700, 48 hours, chemistry as applied to biology
Physics 700, 64 hours, physics for health sciences
Mathematics 700, 80 hours, basic and applied skills
English 700, 80 hours, basic English skills
Sociology 700, 64 hours, introduction to social science
Human Relations 700, 32 hours, study habits, communication, group dynamics

Fees: (subject to change)

Full-Time:

Tuition fee	$310.00
Confirmation fee	$ 50.00
(non-refundable)	(deducted from $310.00)

Part-Time
The program may be taken on a part-time basis during the day. Fees will depend on the hours of instruction.

Textbooks: Approx. $100.00

Graduates:
Graduates of Pre-health who wish to enter full-time programs in the Health Sciences Division must apply through the normal selections process.

Biology for Health Sciences — BIO 700X

Introduction to human biology and physiology in preparation for entrance into Nursing and Dental programs. This course is the equivalent of BIO 700 (see Pre-Health Science program).

Mon. & Wed. 7 to 10 p.m. St. James Campus
75 hours Fee: $81.25
January 19 to April 13

Chemistry for Health Sciences — CHEM 700X

Basic chemical principles required for life sciences, with applications in biology. This course is the equivalent of CHEM 700 (see Pre-Health science program).

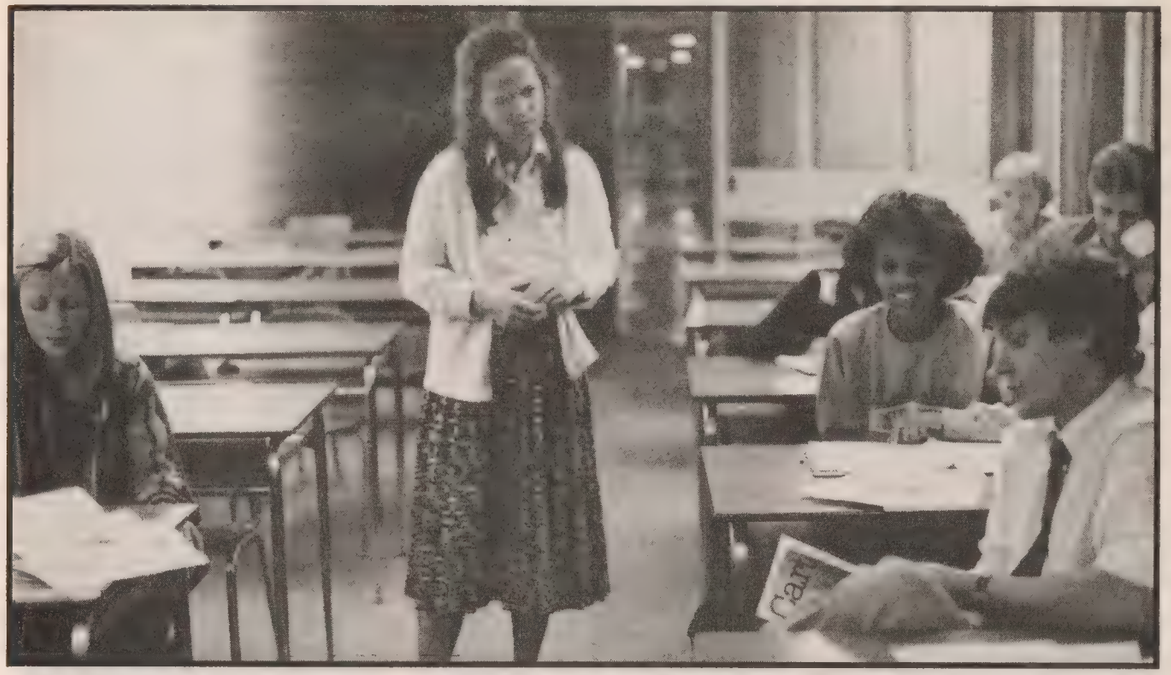
Tues. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
January 20 to April 28

***For more information** on this course please telephone 967-1212, ext. 3380.*

How to Decide: A Workshop for Women Re-entering the Workforce — CES 866

This one-day seminar is aimed at women who want to begin or renew a career after having been out of the workforce for some time. Participants learn about their own motivation, decide upon their personal and work priorities and consider possible problems or difficulties holding them back and develop ways to deal with them. The instructor helps participants develop and get started on a plan of action for re-entering the workforce and to manage their multiple roles successfully.
Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.

Sat. 9:30 a.m. to 4 p.m. Casa Loma Campus
6 hours Fee: $60.00
January 24



Communications

Communications I — COMM 901, Communications II COMM 902, ELS 903, as well as Psychology 907, and 908 are equivalent to post-secondary courses offered at George Brown College. Students planning to take one or more of these courses as credits should consult with the program Chairperson. Evening or Saturday French courses may also receive post-secondary credit.

Students lacking the necessary language skills for Communications 901, ELS 903 and ELS 901 are advised to enroll in ENG 933, Bare Essentials.

CGA students enrolled in ELS 903 will be required to write a diagnostic test on the first evening. Those who are not quite ready to commence business writing will be required to complete ENG 933 Bare Essentials.

Bare Essentials — ENG 933

This course offers the "essentials" of writing skills for the student who is not quite ready for business, technical or creative writing courses. Basic rules of grammar, extensive practice in writing, punctuation, spelling and some speaking skills are included.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 13 to April 14

Communications I — COMM 901

Prerequisite: Grade 12 English or equivalent.
Course Content: This course covers study skills, essential grammar and punctuation skills, organizing ideas effectively in paragraph and short essay forms, proofreading techniques, research skills, introductory report writing and short oral presentations.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 13 to April 14

Communications II — Business & Technical Writing — COMM 902

Prerequisite: Communications I — COMM 901
This course takes the student through a step-by-step process of writing either a business or technical report: including research, organization, outlining, bibliography, how to begin, sectioning, revision, and summary/abstract. Emphasis at the beginning includes basic rules of technical writing, grammar and layout. By taking one step at a time, the student produces a polished well-researched "professional report" by the end of the course. Various business letter situations are covered as well.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 12 to April 13

Report Writing for Positive Results — ENG 805

Prerequisite: Grade 12 or equivalent.
Designed for personal career satisfaction, this course provides intensive training in techniques of persuasive report writing and related oral presentations of matching effectiveness. Practical individual activities and group discussions are geared to managerial, occupational, social and recreational needs.

Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $65.00
January 21 to April 8

Business Communication ELS 903

Prerequisite: Grade 12 or equivalent.
This course is for Certified General Accountancy candidates and any other interested students who require a business communications course. It includes the planning and preparation of business reports, and the effective presentation of financial information. Students are taught to write correspondence that is clear, concise and emphatic. Business correspondence segment includes request, claim, adjustment, credit and collection letters. The creative language type of letter — sales, public relations and social business — is also covered.
Time is devoted to the improvement of listening and oral skills. The oral component of the course focuses on making a presentation.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 13 to April 14

Writing that Works: Strengthen Your Writing Skills for Your Job ENG 803

Almost everyone is expected to write as part of the job — memos, letters, reports, briefs, etc. This seminar helps participants to work through a routine of fundamental techniques that strengthen all types of work-related writing. They improve their confidence and develop skills which they can apply to all their writing assignments.
Marlene Webber has experience in broadcasting, teaching written communications and is a published writer. She has had articles printed in newspapers, magazines, and in academic journals, has produced a manual on adult literacy and is currently writing another book.
She regularly runs public courses and conducts special programs for clients on an in-house basis.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $85.00
February 14

Speaking with Confidence ELS 809

When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life?
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech.
Instructor: Hugh Thomson, writer, editor, public speaker.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $69.00
January 19 to March 23

Wordplay: Enlarging Your Vocabulary ELS 823

This course teaches you how to improve your vocabulary and build your self-confidence in language use. Wordplay's workshop environment is supportive and non-intimidating. Words are explored through contemporary methods such as role-playing, visualization, and guided conversational exercises. Audio/visual aides are employed. Students work from a dictionary, Roget's Thesaurus, and a text designed to increase vocabulary.

Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $75.00
January 15 to April 2

Developing an Effective Newsletter/Producing Small Business Publications CES 818

This is a course for those who edit, write and produce small publications for companies, service groups, clubs and other organizations.
In the first part of the course, the emphasis is on editing and writing. Topics include setting publication goals, developing stories, interviewing, writing and copy editing, design principles, picture editing, layout techniques, production methods and dealing with suppliers.
Instructor: Roberta Resnick (APR, ABC) has a bachelor of science degree in journalism and 30 years experience in communications, public relations and consumer services with multi-national companies in the U.S. and Canada.

Wed. 6:30 to 9:30 p.m. St. James Campus
18 hours Fee: $55.00
February 11 to March 18

Creative Writing

Writing for Clarity and Impact ELS 901

Course Content: This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. This is a nuts and bolts course in which language usage and style are examined critically. Students are required to write and review their work.

Tues. 6 to 9 p.m. St. James Campus
36 hours Fee: $53.00
January 20 to April 7

Writing for Fun and Profit ENG 919

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never before, contributions from freelance writers.
So why not try writing feature articles or interview stories? Why not submit fillers; lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues?
This course is for those eager to give freelance magazine writing a solid educated try under the guidance of a professional writer and former editor of the *Globe and Mail*. If you have no intentions of breaking into magazine writing, this course will give professional polish to your business and private writing.

Thurs. 7 to 10 p.m. St. James Campus
36 hours Fee: $63.00
January 22 to April 9

Creating Short Stories ENG 801

The short story is enjoying a revival. This class/workshop explores the fundamentals of short story technique and structure, plotting, dialogue, characterization, tone and setting and offers an introduction to experimental writing. Guided by published short story author Nancy Kilpatrick, students create a short story in class as well as present works-in-progress for support and constructive feedback.

Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $75.00
January 15 to April 2

Writing for the Theatre ELS 822

'Such stuff as dreams are made on'
(William Shakespeare)
The author of *Dreamgirls, And She Could Eat No Lean* and a theatre script based on *The Epic of Gilgamesh*, provides an opportunity for students to write and evaluate either a one-act play or one act of a full-length play. Students begin by reading and analyzing a play before exploring all facets of playwriting through the process of creation of a script of their own. The course includes the viewing and analysis of a live theatrical production.

Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $80.00
January 13 to March 31

Writing for Children ENG 804

Children's books are magical.
Increasing numbers of people want to be part of the surge in children's literature in this country, to create that special book which young readers will always remember. In this course, presented by the staff of the Children's Book Centre, students meet established writers, illustrators, editors and publishers. They learn about the children's literary marketplace and publishing industry, and receive practical suggestions about how to approach a publisher. In addition, they have an opportunity to explore their motivation in writing for children and through extensive workshop experience to hone their writing skills.
At the first class meeting, materials will be available for which the fee is $10.00.
Students register at St. James Campus. Classes meet at the Children's Book Centre, 229 College St.

Tues. 6 to 9 p.m. Children's Book Centre.
229 College St.
30 hours Fee: $65.00
January 20 to March 24

Poetry Workshop ELS 902

This course provides an on-going workshop approach to creative writing, emphasizing a collective critique by peers of submitted material. The instructor provides direction and focus during the session, as well as an overall strategy of development. The course facilitates in-class improvement of writing skills.
Students in this course bring established habits or patterns of writing and a commitment to developing their own material. The emphasis is on poetry, with particular attention to modern forms.
Instructor: Christopher Dewdney

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $66.00
January 19 to March 30

Romance Writers' Workshop ELS 812

Prerequisite: Ability to write creatively.
Every month, more than 140 romance novels hit the stands. Publishers are eager to find reliable new talent to meet their publishing requirements. Despite the opportunities for romance writers, rejects are high because aspiring writers are unaware of what the publishers want. Let Clare Gerus, former editor of Harlequin books, help you to break into the romance fiction market. She helps you to understand the market, and identifies your style and gets you started on your next romance.

Mon. 6:30 to 9:30 p.m. St. James Campus
24 hours Fee: $60.00
January 19 to March 9

Breaking into Print: How to Write for Magazines ENG 802

In this one-day workshop, participants benefit from help given by a skilled practitioner in assessing their own writing potential and in deciding the field in which they can specialize and place their articles. They receive practical tips on planning, researching, and organizing an article. Class assignments provide the opportunity to evaluate articles and to improve their own writing and marketing skills.
Instructor: Claire Ablitt regularly has her own articles published in various magazines and journals. She was an editor with Harlequin Books and successfully taught courses on How to Write Romances.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
February 21

Facts Cast in Fiction Form ELS 826

Today, the most marketable non-fiction is the unforgettable experience in your life, or, an experience that taught you the lesson of your life. In the writing business, these are called Drama-in-Real-Life and Art-of-Living Feature, respectively. If you have such dramatic experiences in your life and want to write and sell them, you must cast them in the mold of the short-short (fiction) story.
This seminar shows you how to compose, set up and market such sure-fire pieces.
Instructor: Hugh Thomson

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $75.00
January 31

Journalism: Springboard to a Career ENG 934

Most of today's big writers began in journalism, as did the leaders in advertising and public relations. So why not you?
News is anything that interests people. Nevertheless, it can be recognized and written only by those with "a nose for news" and a knowledge of how to write it for each of the media — the press, TV and radio.
This course develops that news-sense and those writing styles for general reporting and for the specialized covering of sports, entertainment, business, politics, science, education, religion, etc. If you're not interested in a journalistic career, this course will sharpen your observation and enjoyment of the daily news, in print and on the air because you'll be an insider, someone "in-the-know."
The instructor is a former CBC-radio interviewer, *Toronto Star columnist* and *Globe and Mail* editor.

Wed. 7 to 10 p.m. St. James Campus
36 hours Fee: $63.00
January 21 to April 8

Interviews That Sell ELS 824

Big sellers today are the interviews with celebrities or with non-celebrities engaged in some noble or some unusual activity, strong in human interest.
The seminar covers both the "personality sketch" (an interview with, say, a visiting star) and the "opinion profile" (an interview with, say, Britain's Prime Minister).
It shows you how to establish instant rapport with your subject and how to write your interview so that the spotlight falls revealingly on the interviewee and makes the readers feel they were present. It demonstrates how best to set up each manuscript to meet the demands of each kind of publication.
The seminar demonstrates how to interview with note-taking and with a tape recorder, how to interview authorities when you are doing research for a non-fiction article or a non-fiction book.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $75.00
January 24

Travel Writing ELS 825

Everybody is travelling far and wide these days, travel publications are flourishing and their editors are eager to receive freelance stories. Most they get in the mail are, however, rejected because the style and the content are useless.
The instructor, a veteran travel writer, shows you how to write in a fresh, imaginative style (free of "travelese") and to slant each piece to suit the travel editor.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $75.00
January 17

Be a Freelance Critic ELS 821

Toronto is one of North America's leading centres for the performing and visual arts, and magazines and newspapers welcome qualified freelance reviewers to help cover the bustling arts scene. For such assignments you are paid to sit in the best seats and review the art form you know and love best.
For 20 years, the instructor was music-drama-art critic with The *Toronto Star* and, subsequently, was Entertainment Editor of *The Globe and Mail*. The seminar could launch you on a career as critic, part-time or full-time.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $75.00
February 7

Instructing the Adult CES 861

This intensive introductory course is designed for people with no teaching experience who are interested in teaching and training adults.
This course is conducted by two teaching professionals who provide a highly interactive learning experience.
Topics covered include: instructional techniques; writing course objectives; designing student evaluation; effective use of audio visual aids; adult learning styles; hints for classroom management. An opportunity is provided for all registrants to participate in a practice teaching session.

Sat. 9 a.m. to 4 p.m.
Tues. & Thurs. 6 to 9 p.m. St. James Campus
18 hours Fee: $115.00 Material: $5.00
January 31 and February 7
February 10 and 12

Diploma and Certificate Programs

The Community Services Division at George Brown offers many diplomas and certificates on a part-time basis:

- Human Services Counsellor Diploma
- Child Care Worker Diploma
- Early ChildhoodEducation Diploma
- Activation Co-ordinator Diploma
- Community Worker Diploma
- Human Services Management Post-Diploma Certificate
- Post-Diploma Program: Family Work
- Health Care Aide Certificate
- Educational Assistant Certificate

Program details follow.

NOTE: Courses leading to Diploma and Certificate programs **are not available on a single course basis. Applicants apply for full programs only.**

Human Services Counsellor Diploma

This program is offered on a part-time basis to men and women who are unable to attend full-time. Preference is given to students who are already employed in the field of human services or related areas.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9, or call 967-1212, ext. 4220.
An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year. That is, taking four courses each term excluding field practice.
The requirements for the diploma must be completed within five years.
Courses on Wednesday are offered between 1 and 8:30 p.m.
The following courses must be completed in order to obtain the Diploma:
Field Practice
Human Growth and Behaviour I
Group Process I
Fieldwork Seminar I — Introduction to Human Services
Theory, Methods and Practice of Counselling I
Counselling Practice Laboratory
Field Practice
Human Growth and Behaviour II
Group Process II
Theory, Methods and Practice of Counselling II
Ethics, Values and Professionalism
Research and Independent Studies
Community Practice
Field Work Seminar II
Sociology
Sociology of the Family

In addition, each student is required to take two of the available three concentrations. In the special studies courses, only one is required, the one related to the student's major concentration.

Concentration Courses
D105X — Basic Studies in Addictions
Basic Studies in Mental Health
Basic Studies in Criminal Justice

Special Studies Courses
PHYS104X — Special Studies in Addictions
Special Studies in Mental Health
Special Studies in Criminal Justice

This program does not accept new students during the winter term. To begin the program in September 1987, applicants should apply after January 15, 1987. Mail applications to:
Admissions, Nightingale Campus, George Brown College, P.O. Box 1015, Station B,
Toronto M5T 2T9.

Child Care Worker Diploma

This program is offered on a part-time basis to men and women who are unable to attend full-time and are working full-time with emotionally disturbed children or troubled adolescents.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9.
Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Wednesday between 3 and 10 p.m.
The following courses must be completed in order to obtain the Diploma:
Field Practice I
Human Growth and Development
Child Care Methodology
Therapeutic Activities
Group Process
Interviewing and Counselling
Field Practice II
Childhood Psychopathology
Treatment Philosophies
Organizational Development
Working with Families
Values, Ethics and Professionalism
Adolescence
Adolescence Role and Identity
Integration of Theory and Practice
Introductory Psychology
Introductory Sociology

This program does not accept new students during the winter term. To begin the program in September 1987, applicants should apply after January 15, 1987. Mail applications to:
Admissions, Nightingale Campus, George Brown College, P.O. Box 1015, Station B,
Toronto M5T 2T9.

FamilyWork

POST DIPLOMA PROGRAM

This new post diploma program in Family Work is designed for working professionals who hold diplomas or degrees in a human service field and who are currently involved or wish to become involved in family work.

The program consists of four evening courses to be taken over a year — a total of 180 hours of instruction including 36 hours of clinical experience.

Post Diploma Program in Family Work courses will be offered as follows at the Nightingale Campus:

Semester I
September 15, 1986 to February 2, 1987
5:30 p.m. to 7:30 p.m. HSE 403
Influence on the Family
7:30 p.m. to 9:30 p.m. HSE 400
Working with Families in the Home

Semester II
February 9, 1987 to June 15, 1987
5:30 p.m. to 7:30 p.m. HSE 402
Family Counselling Practice Lab
7:30 p.m. to 9:30 p.m. HSE 401
Interviewing & Assessment

Applications and information** may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or call* ***(416) 967-1212, ext. 4220.

Certificate in E.C.E. Supervision and Administration

Administration and Management — ADM 901

Prerequisite: Currently working in an E.C.E. setting.
This course is part of a two-part certificate in supervision and administration. It is designed for those who are currently in supervisory positions, who are often in the role of acting-supervisor, or who would like to develop the skills necessary to move into a supervisory position. Course content will cover a variety of topics including administrative and management theory, skills in developing and implementing effective policies and practices, and skills in short-term and long-term planning.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $30.00
January 15 to April 2

Supervision & Professional Development — ADM 900

Prerequisite: Currently working in an E.C.E. setting.
This course is part one of a two-part *Certificate in Supervision and Administration.* It is designed to provide an opportunity for E.C.E. personnel to examine the dynamics of effective supervision, and the strategies necessary to implement effective professional development practices. The course covers such topics as: planning for individual and team development; designing training sessions; conducting training programs; assessing needs; accessing professional development resources; developing or refining interviewing skills; and developing and implementing performance evaluations.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $30.00
September 1987

Early Childhood Education Diploma

This program is offered on a part-time basis to men and women who are unable to attend full-time.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9. Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Tuesday and Thursday evenings.
The following courses must be completed in order to obtain the Diploma.
ECE100X — Infant and Child Development
ECE101X — Health and Nutrition
ECE103X — Interpersonal Communications
ECE104X — Principles of Day Care I
ECE105X — Art Education
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE118X — Parent Education I
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Curriculum Development
ECE203X — Planning, Management and Legislation
ECE204X — History and Philosophy
ECE206X — Family Dynamics
ECE207X — Parent Education II
ECE208X — Professional Development
ECE212X — Field Practice
ECE213X — Field Practice
ECE215X — Movement and Drama
ECE216X — Science Experience
ECE217X — Principles of Day Care II
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology

Courses Offered This Term

Principles of Day Care I — ECE 104X

Principles of Day Care I emphasizes the study of settings and programs that can be used effectively with babies and children in early childhood centres. The aims and objectives of "good" day care for infants, toddlers and pre-school children are also examined.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $35.00
January 6 to April 7

Field Practice — ECE 113X

Course Content: Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children. Field practice is arranged on an individual basis with the program co-ordinator.

Mon. to Fri.
160 hours Fee: $30.00

Field Practice — ECE 114X

Prerequisite: ECE 113X — Field Practice.
Course Content: Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children. Field practice is arranged on an individual basis with the program co-ordinator.

Mon. to Fri.
160 hours Fee: $30.00

Parent Education I — ECE 118X

Parent Education I is designed to give the student a theoretical background in current parenting methods as well as how to work comfortably, effectively and professionally with parents of individual children in an early childhood setting.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $35.00
January 6 to April 7

Human Growth and Development — ECE 200X

Prerequisite: ECE 100X — Infant and Child Development.
The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.

Tues. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $52.50
January 6 to April 7

Children with Special Needs — ECE 201X

This course looks at the genetic and environmental factors that contribute to specific problems in child growth and development, to meet the special needs of the children.

Thurs. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $52.50
January 8 to April 9

Planning, Management and Legislation — ECE 203X

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements, initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.

Tues. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $52.50
January 6 to April 7

Family Dynamics — ECE 206X

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $35.00
January 8 to April 9

Professional Development — ECE 208X

This course is designed to meet two major objectives: exploring and examining the notion of "Professionalism" and facilitating the transition from student to employee.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $35.00
January 8 to April 9

Field Practice — ECE 212X

Prerequisite: ECE 113X — Field Practice and ECE 114X — Field Practice.
Course Content: Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children.

Mon. to Fri.
160 hours Fee: $30.00

Field Practice — ECE 213X

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children. Field practice is arranged on an individual basis with the program co-ordinator.

Mon. to Fri.
160 hours Fee: $30.00

Introductory Psychology — PSY 107X

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to children in day centres.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $35.00
January 8 to April 9

Incest and Child Sexual Abuse: Social Counselling Issues — HS 801

This course introduces interested people in the helping professions to issues relevant to incest and child sexual abuse. By the end of the course, each student has a broader understanding of the nature, causes, and effects of child sexual abuse. Students are introduced to a variety of therapeutic interventions and strategies both conventional and alternative. For more information about this course, call 967-1212, ext. 4220.

Tues. 7 to 10 p.m. Nightingale Campus
18 hours (6 - 3 hour workshops) Fee: $75.00
Starting date to be announced.

Community Law

Children, Youth and the Law — HS 900

The purpose of this course is to provide an understanding of two new Acts: The Child and Family Services Act and the Young Offenders Act. Students explore the nature of these laws as they relate to children, youth and families, and study the background and foundation upon which the legislation was developed. Dianne Caldwell, Counsel to Family and Children's Services of the Regional Municipality of York, leads the classes and is assisted by speakers from the police, and by staff from a child abuse team.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $30.00
Fall 1987

Advocacy: You Can Fight City Hall and Win — HS 903

This course is designed to focus on basic and essential advocacy skills. Course content emphasizes the skills necessary to practice advocacy in both the public and private sector. Special attention is paid to the needs of women, children, seniors and handicapped persons. Classes are led by a team comprised of: Sharon Richards, MSW (Carlton University) — 16 years of social service experience and agency board membership and Ellis Katsof, MSW (U of T) — consultant and founder of "Hire a Complainer, Your Consumer Advocate Service."

Mon. 6:30 to 8:30 Nightingale Campus
24 hours Fee: $30.00
Fall 1987

Public Relations Strategy for Community Groups and Non-Profit Organizations — HS 904

This course is designed for individuals, involved in community work and/or non-profit organizations, whose work requires an understanding of basic communication and public relation skills. This course covers media relations, advertising strategy, market identification and management of communication goals. The course introduces students to the following: news release writing; development of media contacts; advertising in newspapers, radio and television; newsletter writing; telephone and direct mail compaigns; interview techniques; working with graphic artists and printers; and information distribution.

Wed. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $30.00
January 14 to April 1

Activation Coordinator Diploma

This part-time program is designed to provide training for persons employed or seeking to become employed in activity programming in either institutions or community settings providing services for the elderly and/or handicapped persons.
The course content will provide students with the knowledge and skills specific to the needs of the increasing number of people in the period of later life or the disabled.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9. Telephone 967-1212, M. Gaffney ext. 4242. Courses are offered Monday, Tuesday and Thursday between 3 and 9 p.m.

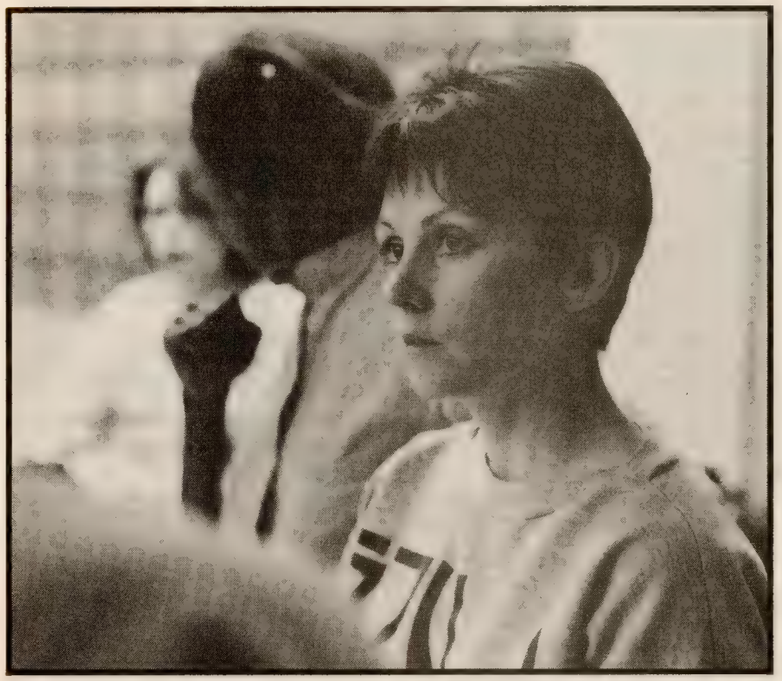
The following courses must be completed in order to obtain the Diploma:
ACT100X — Growth and Development
ACT104X — Activity Planning
ENG128X — Communications
ACT105X — Use of Crafts and Hobbies
SOC172X — Introductory Sociology
ACT109X — Group Process
ACT102X — Working with the Handicapped
ACT103X — Ambulation and Exercise
FLDP101X — Field Practice
FLDW101X — Field Work Seminar
ACT215X — Community Resources
ACT106X — Normalization and Remotivation
PSY114X — Psychosocial Needs
GERI100X — Geriatric Impairments
PSY205X — Psycho-Geriatrics
PDE200X — Program Development and Evaluation
FLDP102X — Field Practice
FLDW102X — Field Work Seminar
ACT209X — Special Purpose Groups
ACT214X — Counselling Skills
ACT208X — Assessment Skills
BUS210X — Organization and Management Skills
CS200X — Coordination Skills
FLDP203X — Field Practice
FLDW203X — Field Work Seminar
PSY169X — Introduction to Psychology

Courses Offered This Term

Growth and Development — ACT 100X

An examination of normal physiological growth and development throughout the life cycle will be followed by an examination of the biological changes that occur in aging.

Thurs. 4:30 to 6 p.m. Nightingale Campus
25.5 hours Fee: $32.00
January 15 to May 7



Crafts and Hobbies — ACT 105X

Students practise a variety of crafts and hobby skills such as sewing, needlework, and jewellery making, appropriate to the mental and physical capacity of the elderly and/or handicapped.

Tues. 3 to 4:30 p.m. Nightingale Campus
25.5 hours Fee: $32.00
January 13 to May 5

Introductory Sociology — SOC 172X

This course examines the basic concepts in sociology which are then used in analyzing various aspects of Canadian Society, i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Thurs. 3 to 4:30 p.m. Nightingale Campus
25.5 hours Fee: $32.00
January 15 to May 7

Working with the Handicapped — ACT 102X

Skills that are necessary for working with the handicapped are studied and practiced. Safety, transfers, care during excursions, emergency first aid, communication with the communication impaired and reality oriented approaches form the basis of the course.

Tues. 6:30 to 8 p.m. Nightingale Campus
25.5 hours Fee: $32.00
January 13 to May 5

Ambulation and Exercise — ACT 103X

Through demonstration and practice students will gain the skills necessary to promote and maintain fitness amongst both the well and the impaired elderly and handicapped. Specific topics will include fitness, exercises for gross motor/fine motor, perceptual and locomotor skills, adaptations for specific handicaps and the use of such ambulation aids as wheelchairs walkers, canes and crutches. The rationale for working under professional direction will be integrated through the course.

Tues. 8 to 9:30 p.m. Nightingale Campus
25.5 hours Fee: $32.00
January 13 to April 29

Field Practice I — FLDP 101X

Supervised field work is an integral part of the program. Job skills will be developed through placement in a variety of programs and facilities. Students will be required to gain experience in both institutional and community agencies.
A prerequisite for Field Practice II.
Must be taken concurrently with Semester 2 courses.

Mon. to Fri.
300 hours Fee: $25.00

Field Work Seminar I — FLDW 101X

Staff advisors meet with their students in Field Practice to discuss common concerns and explore issues raised in Field Placements. To be taken concurrently with Field Practice I.

Tues. 2 to 3 p.m.
25.5 hours Fee: $28.00
January 13 to May 5

Normalization and Remotivation — ACT 106X

The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be placed on the use of the environment, skills to promote interest in personal interaction, aids to daily living, adaptive devices, continuing training and reality orientation.

Thurs. 8 to 9:30 p.m. Nightingale Campus
25.5 hours Fee: $32.00
January 15 to May 7

Psycho-Geriatrics — PSY 205X

In this course students will learn about behaviour disturbances and dependencies with emphasis on those most commonly found amongst the elderly. Topics to be covered will include chronic mental health problems with emphasis being placed on behaviours such as depression anxiety, alcoholism and withdrawal. Aspects of dealing with death and dying will also be included.

Thurs. 6:30 to 8 p.m. Nightingale Campus
25.5 hours Fee: $32.00
January 15 to May 7

Field Practice II — FLDP 113X

A prerequisite for Field Practice III.
Must be taken concurrently with Semester 4 courses but may be extended beyond that period. See Field Practice I for description.

Mon. to Fri.
300 hours Fee: $25.00

Field Work Seminar II — FLDW 113X

Staff advisors meet with their students in field practice to discuss common concerns and explore issues raised in field placements.
To be taken concurrently with Field Practice II.

Starts September/87

Assessment Skills — ACT 208X

Incorporates the skills of assessment of individual physical, social and emotional needs and interests followed by methods of adapting the environment, activities of daily living and program placement to meet individual needs. These skills can be practised as a team member under professional supervision.

Thurs. 1 to 3 p.m. Nightingale Campus
30 hours Fee: $37.50
February 5 to May 14

Organizational and Management Skills — BUS 210X

Students will gain the organizational and management skills essential to the operation of an efficient program department. Topics will include budgeting, supervision techniques, report, agenda, minutes and proposal writing as well as conducting meetings.

Thurs. 5 to 7 p.m. Nightingale Campus
30 hours Fee: $37.50
February 5 to May 14

Coordinating Skills — CS 200X

Through theory and practice students will acquire the coordinating skills that are helpful in utilizing resources and working with residents, other staff, volunteers and agencies. Topics will include: teaching techniques, resources utilization (audio-visual, educational and social), the recruitment training and direction of volunteers, supervision of field placement and agency liaison.

Thurs. 3 to 5 p.m. Nightingale Campus
30 hours Fee: $37.50
February 5 to May 14

Field Practice — FLDP 215X

See FLDP 900 for description.

Mon. to Fri.
300 hours Fee: $25.00

Field Work Seminar III — FLDW 215X

Staff advisors meet with their students in field practice to discuss common concerns and explore issues raised in field placements.
To be taken concurrently with Field Practice III.

Thurs. 6 to 7 p.m.
15 hours Fee: $18.75

Community Worker Diploma

The Community Worker program enables people with experience in community work or other community involvement to enhance and develop their knowledge and skills. It has been developed in consultation with experienced community workers representing grass-roots community groups and public and private agencies.
The program consists of classroom instruction and field work practice. Emphasis is placed on developing greater understanding and insight based on life experience and on learning by sharing ideas and experiences. Each student is expected to be mature and self-directing and assume the major responsibility for his/her own learning. The Community Worker is a generalist who works primarily in a resource capacity with groups and individuals at the grass-roots and small institutions level.
For further information on the Community Worker Diploma program, please call Bill Vine, 967-1212, ext. 4250.

The following courses must be completed in order to obtain the diploma:
Field Work I, II
Community Services and Resources
Group Process I, II
Human Growth and Behaviour I, II
Communication and Understanding Media
Community Work Theory and Practice I, II
Political Science I, II
Business Administration
Field Work Seminar
Community Legal Studies
Aged in the Community
Co-op Management Studies
Analysis of Service Sociology

This program does not accept new students during the winter term. To begin the program in September 1987, applicants should apply after January 15, 1987. Mail applications to: Admissions, Nightingale Campus, George Brown College, P.O. Box 1015, Station B, Toronto M5T 2T9.

Community Action — HS 905

This course provides people with the skills and knowledge necessary to establish and run groups aiming to effect change in their communities. The course is of interest to such groups as parents trying to establish new day-care centres, amateur actors wanting their own theatre company, residents seeking improved traffic control — as well as those working in organizations, agencies or unions — and wanting an introduction to strategies of community action.
Course participants examine various models of organization, define goals, prepare detailed project plans, learn to handle conflict and crises within groups, set up meeting agendas and simple bookkeeping procedures, chair a meeting, write simple news releases and public service announcements, and prepare fundraising materials.

Wed. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
Spring 1987

Health Care Aide Certificate

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse, the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.
The Health Care Aide Program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.

Admission Requirements
Grade 10 — mature persons 19 years of age and over with less than Grade 10 will be considered individually.
Facility with English.
A personal interview.
Length of Program — 480 hours — offered part-time in both day and evening courses.
Further details regarding registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212, M. Gaffney

The following courses must be completed in order to obtain the certificate.
CARE900 — Communications
CARE901 — Biological Needs
CARE903 — Social and Emotional Needs
CARE908 — Clinical 1
CARE909 — Clinical 2
CARE910 — Clinical 3

Communications — CARE 900

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and non-verbal communication along with the effective use of English are emphasized.

Mon. 6 to 10 p.m.
Nightingale Campus
36 hours Fee: $45.00
January 5 to March 2
March 30 to May 25

Biological Needs — CARE 901

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Wed. 6 to 10 p.m.
Nightingale Campus
36 hours Fee: $45.00
January 7 to March 4
March 26 to May 21

Social and Emotional Needs — CARE 903

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

Tues. 6 to 10 p.m.
Nightingale Campus
36 hours Fee: $45.00
January 6 to March 3
April 1 to May 27

Clinical 1 — CARE 908

This course is a combination of theory, demonstration and student practice. Students learn the basic principles of care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities.

Mon. 6 to 10 p.m.
Nightingale Campus
56 hours Fee: $70.00
January 5 to March 16
March 30 to June 8

WORKING SKILLS FOR WOMEN

The YWCA of Metropolitan Toronto, in cooperation with George Brown College and Canada Employment, is offering a free, non-credit program for working women to update their skills in **computer awareness, mathematics** and **career planning.** This program is designed for women who face technological change in their workplace.

Evening Program:
6:30 - 9:30 p.m.
Mondays & Wednesdays or Tuesdays & Thursdays

Course Starts:
January, April, June & September

Entry Requirements:
Grade 12 or equivalent

For more information call the YWCA at: 961-8100

Clinical 2 — CARE 909

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Students learn how to apply these skills in a variety of situations.

Thurs. 6 to 10 a.m.
Nightingale Campus
36 hours Fee: $45.00
January 8 to March 5
April 2 to May 28

Clinical 3 — CARE 910

Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status will be eligible to apply for exemption from this course.

Mon. to Fri.
200 hours Fee: $35.00
Starts March 23 or June 15

Educational Assistant Certificate

This series of courses is designed only for Educational Assistants who are currently employed by a Board of Education. The basic objective is to provide Educational Assistants with the fundamental, practical skills and theoretical concepts to assist them in their classroom work with children.

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9. Telephone 967-1212, ext. 4220.

The following courses must be successfully completed in order to obtain the certificate. Courses are offered on Tuesdays between 5 and 8:30 p.m.
EA900 — Child Development
EA901 — The School and the Community
EA902 — Language and Listening Skills
EA903 — Program Skills
EA904 — Classroom Practice

Child Development — EA 900

This course is designed to give the Educational Assistant a theoretical overview of child development with the focus on the pre-school to early adolescence years. A variety of theories will be examined with specific emphasis on the humanistic viewpoint.

Starts September/87

The School and Community — EA 901

This course is designed to examine the interplay between the school and its surrounding community and study the implications of community involvement with the school. The course will also examine the Ontario education system and relevant legislation.

Starts September/87

Language and Listening Skills — EA 902

This course examines the basic stages of language development and emphasizes the acquisition of skills which promote language and listening ability for both normal and exceptional children.

Tues. 5 to 6:30 p.m. Nightingale Campus
22.5 hours Fee: $28.00
January 6 to April 21

Program Skills — EA 903

This course examines the theoretical concepts, practical skills and resources necessary for the Educational Assistant to assist the teacher in effectively implementing programs for children.

Tues. 7 to 8:30 p.m. Nightingale Campus
22.5 hours Fee: $28.00
January 6 to April 21

Classroom Practice — EA 904

Classroom practice is an integral part of the program in affording students supervised and evaluated experience in the classroom setting. The evaluation of classroom practice will be carried out by the principal in consultation with the teacher. Students will be responsible for ensuring that the evaluation form is completed and returned to the coordinator.

Health Care Across Cultures — HS 901

This practical course is designed for community health care workers wishing to enrich their knowledge of specific cultural patterns related to health care. It offers a framework for understanding the significance of culture in health, including the impact of the immigrant experience, and provides techniques for communicating effectively across cultures.

Mon. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $24.00
January 12 to March 30

Pain: Theory and Therapy — HS902

This course is designed to introduce current theories and treatment strategies related to pain. The course covers the following topics: the neurophysiology of pain; the psychology of pain; theories of pain modulation and control; measurement of pain and diagnostic criteria for categories of pain; an overview of pain therapy: pharmacological, neurological, psychological, and experimental.

Tues. 6:30 to 8:30 p.m. Casa Loma Campus
36 hours Fee: $36.00
January 14 to April 2

Microcomputers

Computer Literacy PRGM 993
(An Introduction to Microcomputers)

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

Tues. 6 to 9 p.m. or
Sat. 9 a.m. to noon St. James Campus
15 hours Fee: $68.00 Materials: $5.00
January 13 or 17 to February 17 or 21
March 3 or 7 to April 7 or 11
April 21 or 25 to May 26 or June 6
June 9 or 13 to July 14 or 18

For more information **about this course, please call 967-1212, ext. 3289/3290.**

Introduction to Electronic Data Processing PRGM 970

Prerequisite: Grade 12 Mathematics at General Level
Course Content: This course includes: computer logic through simulation; brief history of computers; impact of computers on society; elements of computer systems particularly with respect to microcomputers; hands-on experience; computer applications using software involving word processor, data base and spread sheets (Visicalc).

Tues. & Thurs. 5 to 7 p.m. Kensington Campus
30 hours Fee: $37.50
January 20 to March 10

For more information **about this course, please call 967-1212, ext. 2481.**

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A terminal speed of 20 to 25 words per minute is the desired goal.
Text: Typing Power Drills

Mon. and Wed. or
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
January 26 or 27 to April 1 or 2
April 20 or 21 to June 29 or 25

For more information **about this course, please call 967-1212, ext. 3289/3290.**

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using BASIC.
Text: Computer Fundamentals with Application Software and Watcom BASIC Made Easy.

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 plus purchase of texts.
January 26 or 27 to April 1 or 2
April 20 or 22 to June 29 or 25

For more information **about this course, please call 967-1212, ext. 3289/3290.**

Introductory Microcomputer Programming PRGM 925

Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing, running and saving programs; the language BASIC: programming in BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

For more information **about this course, please call 967-1212, ext. 2481.**

Mon., Tues., Wed., or Thurs 7 to 10 p.m.
Sat. 1 to 4 p.m. Kensington Campus
30 hours Fee: $37.50
January 19, 20, 21, 22 or 24 to
March 23, 24, 25, 26 or 28

Microcomputer Programming Techniques PRGM 935

Prerequisite: PRGM 925, Introductory Microcomputer Programming, or equivalent.
Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.

For more information **about this course, please call 967-1212, ext. 2481.**

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
January 19 to March 23

Sat. 1 to 4 p.m. Casa Loma Campus
January 24 to March 28

Advanced Microcomputer Programming Techniques PRGM 955

Prerequisite: PRGM 935, Microcomputer Programming Techniques or equivalent.
Course Content: Use and operation of the disk drive; advanced file handling with sequential and relative files; advanced sorting routines; file maintenance, updating and merging techniques; structured programming using Waterloo BASIC, program maintenance, use of the system monitor, binary and hexadecimal arithmetic; machine language introduction: assemblers and disassemblers; machine language.

For more information **about this course, please call 967-1212, ext. 2481.**

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
January 20 to March 24

Microcomputer Machine Language Design PRGM 965

Prerequisite: PRGM 955 — Advanced Microcomputer Programming Techniques.
This course provides a logical follow-up to PRGM 955 and provides a deeper understanding of the capabilities of microcomputer languages.
Course Content: The topics in this course include: the planning of an assembly language project, program structure, typical programming methods and examples, analysis of commercially available software, use of the disk and subroutines from within assembler language, the building of "wedges" and the use of an assembler.

Tues. & Thurs. 5 to 7 p.m. Casa Loma Campus
30 hours Fee: $37.50
January 20 to March 10

For more information **about this course, please call 967-1212, ext. 2481.**

COMPUTER COURSES AT DIXON HALL

Dixon Hall, in cooperation with George Brown College and Canada Employment and Immigration, is offering free microcomputer courses this fall and winter.

Computers in the Community is designed to meet the special needs of the unemployed or those working no more than 15 hours per week.

Fourteen-week courses and one-day workshops will be offered January 5 to April 9.

Courses are offered in the afternoons, evenings, and Saturdays in these areas:

Keyboarding Skills/Data Entry
Word-Processing
Computerized Accounting
Business Applications on a Micro
Career Counselling
Job Placement
Computer Drop-In Centre
Introduction to Computers for Immigrant Women

DIXON HALL

For more information on courses and how to register, call Dixon Hall, 58 Sumach Street after noon at **863-0498.**

MS-DOS and the Personal Computer PRGM 908

The course will cover the following topics: Physical components of MS-DOS, Versions of MS-DOS, floppy and hard disk drives, volume labels, file and file names, control keys, and editing keys. DOS commands, and file handling, redirection, pipes, and filters, hierarchial directories, line editor, batch file commands, configuring DOS with config. sys, keyboard reassignment, organizing a hard disk, hard disk backup, and restore.

Wed. 6:30 to 9:30 p.m. or
Sat. 1 to 4 p.m. College Street Campus
30 hours Fee: $182.00
January 21 or 24 to March 25 or 28

For more information **about this course, please call 967-1212, ext. 2481.**

Introduction to UNIX PRGM 942

Prerequisite: Programming experience in one of the following: C, Fortran, Cobol, Pascal or FORTH.
This is an introductory course for programmers who want to learn about the tools and resources available within the UNIX environment. Shell programming and the use of UNIX utilities will be covered in depth. Functioning of the operating system will be discussed in sufficient detail that the student will understand the resource utilizations of various programming strategies. "C" language programming will not be dealt with.

Fri. 6:30 to 9:30 p.m. College Street Campus
30 hours Fee: $240.00
January 23 to March 27

For more information **about this course, please call 967-1212, ext. 2481.**

Micro-Ordinateur I PRGM 925A

Voir page 77.

Micro-Ordinateur II PRGM 935A

Voir page 77.

Microcomputers in Business EDP 800

Prerequisite: Basic knowledge of microcomputer operations.
This course is of particular interest to those acquainted with general procedures for processing business information. Various types of commercially available productivity software will be introduced, including: BASIC, electronic spreadsheet, wordprocessor, data manager, graphics and integrated packages. Learning is reinforced by hands-on application exercises in most of these areas.

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $98.00 Materials: $8.00 and purchase of text.
See equivalency for CCU1, TDI, page 16, 20.
January 24 to April 4
April 25 to July 11

For more information **about this course, please call 967-1212, ext. 3289/3290.**

Programming Languages

'C' Programming Language - Part I PRGM 933

Prerequisite: Programming experience in at least one other language.
This course has been designed to provide hands-on experience in the following:
Introductory 'C' programming, program structure, strings, variables and pointers, control flow, functions, arrays, input/output and debugging.
Text book and other materials will be additional costs.

Mon. and Wed. or Tues. & Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $240.00
January 19 or 20 to March 25 or 26

***For more information* about this course, please call 967-1212, ext. 2481.**

'C' Programming Language — Part II PRGM 943

Prerequisite: PRGM 933 — 'C' Programming Language, Part I
This course has been designed to improve the programming skills of PRGM 933 graduates in a UNIX-like environment.
This will be a hands-on course with extension of the theory in the following topics: structures, function pointers, buffered and unbuffered I/O, file handling and applications.

Thurs. 7 to 10 p.m. College Street Campus
30 hours Fee: $150.00
January 22 to March 26

***For more information* about this course, please call 967-1212, ext. 2481.**

An Introduction to the Programming Language FORTH PRGM 905

Prerequisite: PRGM 925 — Introductory Microcomputer Programming, or equivalent.
This course teaches programming techniques in FORTH with special consideration to time efficiency, space efficiency and transportability.
Course Content: This course covers the following topics: characteristics of the FORTH language; variables, constants and other programming constructs; stacks and postfix notation, stack manipulation; character and line editing commands, use of disk by FORTH; simple and compound conditional statements; control loops; input and output; two and three dimensional graphics; applications.

***For more information* about this course, please call 967-1212, ext. 2481.**

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $78.00
January 21 to March 25

Intermediate FORTH Programming PRGM 968

Prerequisite: PRGM 905 — An Introduction to the Programming Language FORTH
This course covers the following topics: numeric operations; string handling in FORTH; memory organization; dictionary arrangement and management; input stream and mass storage; factoring, extending the compiler; graphics.

***For more information* about this course, please call 967-1212, ext. 2481.**

Mon. and Wed. 5 to 7 p.m. Casa Loma Campus
30 hours Fee: $150.00
January 19 to March 9

Introduction to Progress, A Fourth Generation Programming Language PRGM 944

Prerequisite: Basic knowledge of microcomputer operations.
This course introduces participants to one of the latest trends in the computer industry, the Fourth Generation Programming Language. PROGRESS Application Development System is a forerunner in the field of database development. The strengths and weaknesses of other fourth generation languages will be discussed while being compared to PROGRESS and the future directions this language will take.

Tues. and Thurs. 5 to 7 p.m.
College Street Campus
30 hours Fee: $150.00
January 20 to March 10

***For more information* about this course, please call 967-1212, ext. 2481.**

COBOL I EDP 101X

Prerequisite: EDP 100X or equivalent. Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
January 27 to April 2
April 21 to June 25

***For more information* about this course, please call 967-1212, ext. 3289/3290.**

COBOL II EDP 200X

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.
Text: COBOL: A Structured Approach

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
January 27 to April 2
April 21 to June 25

***For more information* about this course, please call 967-1212, ext. 32893290.**

Application Software

MultiMate PRGM 906

The course covers the following topics: Features of MultiMate, MultiMate main menu, help menu, creating a new document, editing an old document, cursor movement, tabs, margin and line spacing; inserting, deleting, moving and copying of texts, enhancing documents, search and replace, columns, document handling utilities, spell checking of documents, libraries, merging documents, key procedures, system utilities and printing.

Mon. 8:30 to 11:30 a.m. and 6:30 to 9:30 p.m.
College Street Campus
30 hours Fee: $182.00
January 19 to March 23

***For more information* about this course, please call 967-1212, ext. 2481.**

Lotus 1-2-3 Release 2 PRGM 907

This course will cover the following topics: the attributes of LOTUS 1-2-3, spreadsheet; border, cells, pointer, mode indicators, and error corrections, function keys, commands, formats, and functions. File handling, print reports, business graphs, creation and manipulation of database, macros. Introduction to 1-2-3 templates and its accessories.

Mon. 12:30 to 3 p.m. Tues. 7 to 9:30 p.m.
College Street Campus
25 hours Fee: $234.00
January 19 or 20 to March 23 or 24

***For more information* about this course, please call 967-1212, ext. 2481.**

Introduction to dBASE III PRGM 997

Prerequisite: Familiarity with microcomputers.
dBASE III is the latest version of dBASE. It is one of the most popular database management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBASE programming.

Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $109.00
January 16 to February 20
March 6 to April 10

***For more information* about this course, please call 967-1212, ext. 3289/3290.**

Advanced dBASE III PRGM 998

Prerequisite: Introduction to dBASE III.
This course is designed for those who want to use dBASE III beyond just the interactive mode and become involved in its built-in programming language. The student starts by creating small business-related programs and learns how to build these step-by-step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the work place.

Wed. 6 to 9 p.m. St. James Campus
18 hours Fee: $110.00
March 11 to April 15

***For more information* about this course, please call 967-1212, ext. 3289/3290.**

Introduction to Lotus 1-2-3 BUS 813

Prerequisite: Basic knowledge of microcomputers.
Lotus 1-2-3 is one of the most fascinating business software packages ever made for microcomputers. This popular electronic spreadsheet combines power and flexibility with ease of use. This course provides a clear; concise and practical approach to 1-2-3 that will benefit not only the novice but also those who already have some knowledge of 1-2-3.

Tues. or Thurs. 6 to 9 p.m. St. James Campus
18 hours Fee: $203.00 Materials: $20.00
January 20 or 22 to February 24 or 26
March 10 or 12 to April 14 or 23

***For more information* about this course, please call 967-1212, ext. 3289/3290.**

Advanced Lotus 1-2-3 BUS 815

Prerequisite: BUS 813 or practical business experience with Lotus 1-2-3.
This course is designed for those who already have some knowledge of 1-2-3 and wish to move on to more advanced topics, especially the use of macros. The course shows the student how to design the worksheet and create macros for a wide variety of business applications. It also introduces the student to data sharing between 1-2-3, dBASE II and Wordstar. Those presently working at the elementary level with 1-2-3 will soon realize how much potential 1-2-3 has.

Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $125.00 Materials: $15.00
January 26 to February 16
March 2 to 23

***For more information* about this course, please call 967-1212, ext. 3289/3290.**

Driver Training

Professional Driver Improvement Course TRAN 905

Course Content: This course is a series of 8 films and lectures designed to inform commercial straight truck and tractor trailer drivers on driving strategies and techniques designed to assist in preventing collisions. The course is designed by professionals in the field of transportation, education and safety.

100 Cherry St.
8 hours Fee: $38.00
Dates: Continuous
Call 967-1212, ext. 3206.

Dual Air Brake System TRAN 906

Course Content: This course is divided into eight one-hour sessions and is designed to give a working knowledge to a transport driver of a dual air brake system. This course is an informative forerunner to a mandatory air brake endorsement. The individual sessions cover the following topics:
Braking systems

— Introduction	Part I — Single Air
— Air Brake System	Part II — Dual Air
— Air Brake System	Part III — Troubleshooting

100 Cherry St.
8 hours Fee: $38.00
Dates: Continuous
Call 967-1212, ext. 3206

Driver Instructor Education Course

This course is conducted in conjunction with the regulations as established by the Ministry of Transportation & Communications which govern the licensing of Driver Instructors.
Prerequisite: Applicants must first receive authorization from a Ministry of Transportation & Communication Driver Examination Centre.

130 hours (90 classroom hours, 40 in-car hours)
Fee: $735.00
Evening Course/Day Course

***For more information* please contact the Industrial Training Division at 362-2471.**

Tractor Trailer Training TRAN 900

Prerequisite: Ontario "D" Licence, heavy straight truck experience — pre-road test.
This course covers the following topics: vehicle inspection; air brakes; coupling and uncoupling the tractor trailer combination; backing manoeuvres; and driving in light and heavy traffic.
This course is designed to train the student to operate a tractor trailer unit under varying load conditions with multi-range transmissions.
Hands-on experience with various tractor trailer units is included.

Sat. 8 a.m. to 6 p.m. 100 Cherry Street
60 hours Fee: $1196.00

For dates, call 967-1212, ext. 3206.

Creative Fashion Design/ Apparel Management

The courses listed below are offered to people in the apparel industry who wish to upgrade their skills and knowledge in a given specialty. They are also useful to those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques.
Apparel Construction I and Apparel Construction II may qualify as prerequisites for the post secondary program in Creative Fashion Design.

Apparel Construction I (Dressmaking Elementary) DRES 141X

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials.

Mon. and Wed. or Tues. and Thurs.
6 to 9 p.m. Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $25.00
January 19 or 20 to March 25 or 26

Apparel Construction II (Dressmaking Intermediate) DRES 145X

Prerequisite: DRES 141X — Apparel Construction I.
Course Content: Continuation of DRES 141X. Focusing on the important "How to's": fabric cutting, marking, stitching; fitting, finishing and pressing. Purpose and selection of supporting fabrics; selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Students select projects beyond the beginner's difficulty by instructor's approval.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $25.00
January 19 to March 25

Apparel Construction III (Dressmaking Advanced) DRES 151X

Prerequisite: DRES 145X — Apparel Construction II or proof of equivalent competency.
Students construct more complex garments of advanced design and sensitive fabrics.
Course Content: Efficient use of materials to minimize waste. Student selects the fabric and the pattern for a dress of complex design; pattern alteration for proper fitting; application of lining where necessary; finishing techniques for different materials. Students supply own materials.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
January 20 to March 26

Apparel Pattern Drafting I (Elementary) PAT 141X

Prerequisite: Knowledge of dressmaking and practical experience.
Students learn a new approach to an easy efficient method of drafting a pattern from own design or from a designed garment from a fashion magazine.
Course Content: Elementary pattern design; size and age ranges (such as misses 8, 10, 12 . . .) junior, women, half sizes; master blocks; drafting patterns full scale from fashion drawings for skirts, slacks and blouses. Students supply own materials.

Mon. and Wed. or Tues. and Thurs.
6 to 9 p.m. Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
January 19 or 20 to March 25 or 26

Apparel Pattern Drafting II (Intermediate) PAT 143X

Prerequisite: PAT 141X — Apparel Pattern Drafting I or equivalent experience.
Students learn to draft and develop skills in pattern drafting to comply with the fashion industry.
Course Content: Drafting to manufacturing sizes; misses dresses; evening dresses; jackets; outer wear; lingerie. Students to supply own material.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $20.00
January 20 to March 24

Apparel Pattern Drafting III (Advanced) PAT 151X

Prerequisite: PAT 143X — Apparel Pattern Drafting II or equivalent experience.
From an original idea, students learn to draft an excellent pattern. Detail, proportion and fit to be perfect.
Course Content: Drafting patterns from an original idea. The categories are day-time dresses, evening dresses, jackets and coats. Consideration is given to fabric and price. Students to supply own material.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
January 22 to March 26

Children's Pattern Drafting Part I PAT 901

Prerequisite: Practical experience in dressmaking.
This course is designed to introduce the student to drafting of children's patterns. Master blocks are used for the following patterns: sun dress, apron, skirt and pants. The skirt styles drafted are: gathers, tucks, pleats, flare, four gore, circle, front-button opening, side-front opening, shoulder straps and ruffles. A number of waist band styles, pocket styles, and a variety of pant styles and overalls are also covered in the course.

Sat. 9 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $75.00 Materials: $20.00
January 24 to May 2

Tailoring (Ladies') DRES 146X

Prerequisite: Preferably DRES 145X — Apparel Construction II, or Basic sewing skills.
Students learn to develop tailoring methods for ladies' garments which are quick and easy to use in different situations.
Course Content: The students construct a suit or coat by using commercial patterns; altering a pattern to fit the wearer; cutting techniques, sewing and finishing by using industrial machines. Students select and supply own material and pattern.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
January 20 to March 26

Fashion Illustration I (Elementary) PAT 144X

Students develop techniques for sketching fashion garments as practised in the industry.
Course Content: An introduction to basic concepts in fashion illustration; industrial methods; rough sketch and working drawing achieving textures and pattern techniques in different media; finished drawings in a combination of media. Students to supply own materials.

Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50
January 21 to March 25

Fashion Illustration II (Intermediate) PAT 154X

Prerequisite: PAT 144X — Fashion Illustration I (Elementary) or similar experience.
Students direct creative ability with additional technical knowledge into portraying fashion merchandise in a believable way.
Course Content: Commercial applications in fashion art; creative sketching; the use of line and colour to illustrate garments realistically and esthetically. Students supply own material.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50
January 19 to March 23

Work Management (Time Studies) — (Apparel) AT 100X

Students learn the method for determining the time required to complete a job.
Course Content: Human relations in time study situations; methods to improve performance of the job understudy; proper timing procedures and record-keeping; rating the operators' performance; incentives for improving production.

Part-time day course.
Kensington Campus
64 hours Fee: $80.00 Equipment Fee: $15.00

***For more information* about dates and times, please call the Fashion department.**

Personnel and Industrial Relations AT 161X

This course provides potential managers with information on different aspects of personnel management.
Course Content: Recruitment of staff: Résumés, formal tests and evaluations; proper interviewing procedures; effective training techniques; training curves and evaluation of different training programs; wage and salary administration; the point system, merit ratings and incentive system; promotions, transfers, seniority, safety and their impact on organizational effectiveness.

Part-time day course.
Kensington Campus
48 hours Fee: $60.00 Equipment Fee: $5.00

***For more information* about dates and times, please call the Fashion department.**

Grading Techniques For Apparel Industry (Elementary) PAT 900

Students learn to take a finished pattern, with all the detail and pieces, and increase or decrease the pattern in size. Sizes vary from misses 6 to 20.
Course Content: Demonstration of skills of grading patterns by simple and reliable methods. Grading of patterns for all styles of misses and junior size garments. The course will help the student to better understand the mechanics of grading and thereby assist in producing garments with better fit.

Mon. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $37.50 Materials: $15.00
January 19 to March 23

Window and Retail Display DISP 900

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear; practical merchandise trims; use of mannequins; display themes.

Mon. and Wed. 7 to 10 p.m. Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $10.00
January 19 to March 25

Window and Retail Display (Advanced) DISP 903

Prerequisite: DISP 900
In this course, students explore a number of ideas about professional aspects of window display. The focus is on variety and the use of materials, display ideas with themes, and artistic presentation of display ideas. Creative use of materials for props and proper use of lighting is demonstrated by installing five different windows. Each presentation is followed by a critique. Students are required to do home assignments. Instruction is also given on how to present ideas for display to clients, and how to research the budget.

Tues. & Thurs. 7 to 10 a.m. Kensington Campus
60 hours Fee: $75.00 Materials: $10.00
January 20 to March 26

Dress for Success FASH 801

This course deals with a number of topics related to the successful selection of proper wardrobe and particularly with the following: the colour theory, colour groups and their suitability to certain people. Colours for different seasons. Determining one's colour group. Neutral, basic and accent colours. Body structure, figure types and suitable fabrics to each.
Fashion types: classical, dramatic, romantic and sporty. How to assemble wardrobes for various occasions. Facial characteristics and selection of proper accessories. Accessories for men.
Budgeting and determining the quality and sizes. Vocabulary of the clothing language. Maintenance and alterations to update older clothing.
Students develop small projects assigned and evaluated by the course instructor.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $60.00
January 22 to March 26

Esthetics — Skin and Beauty Care FASH 901

Prerequisite: Employment in the field or intention to seek employment.
This course is designed to introduce the student to basic biochemistry of the skin, its classification, abnormalities and defects. It also deals with muscles and bone structure of the head, face, neck and shoulders as relevant for facial massage and skin manipulations. Students are taught to analyze the skin conditions and to suggest treatments. Among the hands-on-skills taught are the following: cleaning of the skin, make-up removal, facial massage, eyebrow shaping, deep skin cleaning, mask application, mask removal, cream application, waxing, manicure, pedicure, anti-wrinkle treatment, scalp treatment, colour analysis and make-up application. Students also learn to analyze a number of available beauty products.

Tues. & Thurs. 6:30 to 9:30 p.m.
Kensington Campus
90 hours Fee: $112.50 Materials: $20.00
January 20 to April 30

Colour Theory for Fashion Design FASH 903

Prerequisite: Employment in Fashion Industry or Student in Fashion Department (Day or Continuing Education).
This course introduces the student to colour theory. Although the course treats colour theory in general, it is meant to be applied to the fashion industry. The course will cover the following topics: introduction to primary colours; physical Optics; the colour triangle; introduction to colour systems; Munsell — hue, value, chroma; Johanes Itten — the Bauhaus, colour agent and colour effect; The Seven Colour Contrasts; the 12 laws of simultaneous contrast; colour chords (dyads, triads, tetrads hexads); harmony of contrasts; colour perception — luminosity/incandescence. Students are required to work on home assignments throughout the course.
This course is recognized as an elective in post-secondary fashion programs.

Wed. 6 to 9 p.m. Kensington Campus
45 hours Fee: $56.25
January 28 to May 6

Perfumes and Fragrances — FASH 900

Prerequisite: Employment in retail sales.
This course is designed to introduce the student to the field of perfumes and fragrances. It covers the following topics: an overview of the field; the physiological process of olfaction and odour perception; aromatic chemicals and natural and synthetic raw materials; manufacturing technology of perfumes; components, proportions and composition of perfumes; odour categories; fragrance groups; evaluation and description of 10 important fragrances; fields of application, selection and usage; and the techniques of selling.

Tues. and Thurs. 6:30 to 9:30 p.m.
Kensington Campus
60 hours Fee: $75.00 Materials: $10.00
January 20 to March 26

Machine Knitting

Knitting by Machine (Basic) — CFT 900

Course Content: The course will familiarize the student with the basic concepts in operating a knitting machine. The student learns basic techniques in producing a garment. Lace, tuck, skip and faire-isle techniques will be shown and used. The student also learns how to produce a personal measurement chart and different finishing.

Tues. or Thurs. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
January 20 or 22 to March 24 or 26

Knitting by Machine (Intermediate) — CFT 901

Prerequisite: CFT 900 — Knitting by Machine.
Continutation of skill development on the knitting machine and learning of new techniques.
Course Content: The students will continue developing skills on the knitting machine by charting of a variety of skirt styles (1/2 size samples) and weaving by machine techniques. They will also be introduced to the Knit-Leader and Ribber attachments, and some garment finishing methods.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
January 19 to March 23

Knitting by Machine (Advanced) — CFT 902

Prerequisite: CFT 900 -- Knitting by Machine -- Basic and CFT 901 -- Knitting by Machine -- Intermediate.
To further develop skills in knitting by machine and to qualify the student for employment in the industry.
Course Content: Continuation of techniques learned. The course projects emphasize executing finished items, ranging from simple knits to elaborate designs and combining yarn with other materials. The course emphasizes the skills used in the knitting industry. Upon completion of the three courses, the graduates would be able to find employment in the knitting industry.

Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
January 21 to March 25

Designing Machine Knitted Garments — CFT 903

Prerequisite: Knitting by machine (advanced) CFT-902 or Equivalent.
This course introduces students to designing techniques for machine knitted garments. It covers the following topics: characteristics of yarn and fibre in project selection; planning and presentation; basic formulas; graphing curves; using knit leader; charting; formulas for calculating gores and round yokes; formulas for sizing and grading knit patterns.
The teacher demonstrates patterns for sweaters, skirts and pants to assist students in various design projects. Students design a complete ensemble of their choice.

Sat. 9 a.m. to noon Kensington Campus
30 hours Fee: $37.50 Material Fee: $10.00
January 24 to March 28

Fur and Leather

Fur and Leather Design — FUR 545A

Students learn to develop garments to fit individual clients according to body characteristics.
Course Content: Recognition of body differences and the use of pattern grading techniques to alter the pattern; use of tape measure and translation of body measurements to pattern; assisting the customer to select the style of collar, sleeve and body (i.e. box line, A-line, fitted, semi-fitted, etc.) according to his/her body type.

60 hours Fee: $75.00 Materials $10.00
By arrangement with the Fashion Department.
Call 967-1212, ext. 4303 or 4336.

Leather Garment Manufacturing Techniques Part I — FASH 910

Prerequisite: Ability to operate an industrial sewing machine.
This course is an introduction to leather garment manufacturing. it is designed to teach the techniques required to produce garments in leather and suede.
Course Content: Pattern arranging to suit skins, cutting skills, assembly skills, finishing and lining garments. Students are required to supply own materials to produce a garment of their choice.

Tues. 7 to 10 p.m. Kensington Campus
36 hours Fee: $45.00
January 20 to March 25

Industrial Sewing

Serger Machine — SEW 542X

Course Content: Special module (25 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants. Students to supply own garment fabric.

Mon. to Fri. 8 a.m. to 3 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
Starts every Monday
By arrangement with the coordinator.

Blind Stitch Machine — SEW 543X

Course Content: Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants. Students to supply own garment fabric.

Mon. to Fri. 8 a.m. to 3 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
Starts every Monday
By arrangement with the coordinator.

Button-Hole and Button Sewer Machine — SEW 544X

Prerequisite: Good eyesight and manual dexterity.
Students learn to work on a button hole and button sewer machine in a production setting.
Course Content: Training is given in the operation of the machine as used in Ontario apparel plants. Instruction in threading, manipulation of the garments. The dexterity required to operate the machine efficiently and the preventive maintenance, are the main features of the course.

Mon. to Fri. 8 a.m. to 3 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
Starts every Monday
By arrangement with the coordinator.

Hairdressing and Barbering

Hairdressing for Barbers — HAIR 901

Prerequisite: Ontario Certificate of Qualification in barbering.
This course is a preparation to qualify for the government hairstylist test and hairstyling certificate.
Course Content: Instruction is given in basic ladies haircutting, hairdressing, hair setting, combing out, finger waving, pin curls, skip wave, permanent waving and tinting.

Tues. and Thurs. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $75.00 Materials: $35.00
January 13 to March 19

Barbering for Hairdressers — BARB 902

Prerequisite: Ontario Certificate of Qualification in hairdressing.
Preparation to qualify for the government Hairstyling test and Hairstyling Certificate.
Course Content: Instruction is given in practical men's haircutting with the emphasis on short hair and tapers, shaving, strapping, honing, facials, hairpieces and blow drying.

Mon. and Wed. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $75.00 Materials: $20.00
January 12 to March 18

Ceramics

Certificate in Ceramics Techniques

The popularity of ceramics courses has been demonstrated over the years by a continuously high enrolment rate in continuing education. The Ceramics Department has now developed a program of instruction which when completed will indicate a level of competence in hand building, throwing, glazing and a number of different decorating techniques. Instruction is also given in kiln technology and different firing procedures. Upon successful completion of the five courses (CER 800, CER 101X, CER 151X, CER 201X, CER 251X), the student is issued a certificate in Ceramic Techniques. Courses taken elsewhere can only be applied in lieu of CER 800. All other courses must be taken at George Brown College.

Basic Ceramics — CER 800

This course provides a basic introduction to ceramics.
Course Content: Basic introduction in handbuilding and forming, constructing with slab and coil, cylinder and box construction and clay jointing. Basic wheel throwing techniques (centering, opening and throwing methods), elementary shaping of cylinders and bowl forms, trimming, turning and finishing are also taught. Students also learn basic wet clay decorations such as slip brushing, banding, scraffito and impressing, as well as glaze application and the preparation of bisque ware for glaze work and kiln stacking.

Sat. 9 a.m. to noon Casa Loma Campus
30 hours Fee: $37.50 Materials $25.00
January 24 to March 28

Ceramics I — CER 101X

Prerequisite: CER 101X — Ceramics 1.
Students further develop skills in wheel throwing, surface decoration, and glazing ceramics wares.
Course Content: Instruction is given in wheel throwing, turning and finishing of ceramic forms. The design theory of bowls and lidded jars, surface enrichment techniques with clay stamps, and wet clay including two-toned inlay with clay. Raised and low relief patterning. Glaze application methods using wax resit on glazes, stain banding, sponge stamping, glaze motifs. Throwing instruction is centered around opening and forming bowls — lipforms and foot shapes, tar forms and lids thrown of the hump. Theory in the course is included in demonstrations during each class and a visual slide presentation.
Required work for the completion of the course: 5 bowls — decorated, 5 lidded jars — decorated, using techniques demonstrated during the course.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials $30.00
January 19 to March 25

Ceramics 3 — CER 151X

Course Content: Introduction to more advanced working skills where instruction is given in sup and stencil decoration, surface enrichment by carving, glaze spaying, dipping and overlapping glaze coat patterns.
The theory and practice of loading and firing gas kilns.
Practical design work is taught through the forming of tea pots, the design of lids, spouts and handles, plates rim and foot patterns, the trimming and finishing of forms. Theory is taught in conjunction with practical demonstrations and visual slide presentations.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials $25.00
January 20 to March 26

STUDY CERAMICS FULL-TIME

George Brown offers a unique two-year full-time day Ceramics program. Students learn in a studio environment with emphasis on ceramic techniques and each student's aesthetic development.

Graduates work as studio artists, ceramic entrepreneurs, or as designers/supervisors in the ceramics industry.

For more information about the full-time ceramics program, call the Ceramics Department at 967-1212, ext. 2486 or 2487.

Jewellery Arts

The following courses are offered to people interested in obtaining credits towards a diploma in Jewellery Arts or in upgrading their present employment. These skills can also be learned for personal development and enjoyment. All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits that can be used towards a two-year or three-year diploma in specialized programs. Please contact the Fashion Division for details.

Jewellery (Introduction) — JWL 160A

Prerequisite: Current employment in the industry or hobby.
Students develop basic skills and techniques necessary in jewellery making.
Course Content: Introduction to basic jewellery making techniques: cutting, filing, fitting, hard soldering, finishing and polishing of designed projects; fitting of parts to small tolerances; projects are designed to facilitate the development of basic skills with jewellery hand tools.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
March 2 to May 6

Jewellery (Refresher — Introduction) — JWL 160D

Prerequisite: JWL 160A — Jewellery (Introduction).
Course Content: Work on designated projects to further develop skills in filing, sawing, cutting, soldering and fitting parts to small tolerances. Polishing and finishing techniques of completed projects.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
March 4 to May 6

Jewellery — Beginners (Casting — Refresher) — JWL 160E

Prerequisite: JWL 160B — Basic Casting Techniques.
Students further develop basic casting skills as practiced in the jewellery industry.
Course Content: Further practice in cuttlefish and centrifugal casting with project designed to learn more complex skills. Introduction to rubbermold work and wax injection work. Students supply own materials.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
March 3 to May 5

Jewellery (Refresher — Intermediate) JWL 160F

Prerequisite: JWL 160C — Jewellery — Intermediate.
Course Content: Continuation of bench practices developed in JWL 160C. New projects designed to improve bench techniques and hand skills in jewellery making. Students to supply own materials.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
March 4 to May 6

Gem Setting JWL 162X

Prerequisite: JWL 160A — Jewellery (Introduction) or equivalent.
Students are introduced to all facets of gem setting.
Course Content: Tools, their selection and preparation for setting; types of gemsettings; preparation of settings: round, oval, square, octagon; claw setting: preparation, securing the stone and finishing; star setting: preparation, execution and finishing. Students supply own materials.

Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
March 2 to May 7

Gem Setting (Refresher) JWL 162D

Prerequisite: JWL 162X — Gem Setting
Course Content: Continuation of techniques learned in JWL 162X and additional experience in claw, bezel and star settings. Bead setting, pave setting, chanel setting and fancy cut setting are introduced and practiced. Students supply own material.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
March 3 to May 5

Jewellery Making (Refresher) (Silversmithing) JWL 164D

Prerequisite: JWL 164X — Jewellery Making (Silversmithing).
Course Content: Review of techniques with additional projects in raising and planishing. Student selects projects which require either additional skills or more refined basic skills with the approval of the instructor. Items other than jewellery may be produced. Students supply own materials.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
March 3 to May 5

Jewellery Making (Refresher — Enamelling) ENA 170D

Prerequisite: ENA 170X — Jewellery Making (Enamelling) or equivalent.
Students create jewellery items with enamel decoration.
Course Content: Use of enamel in jewellery creations. More complex designs on small items such as rings, pendants, and broaches; enamel decorations on holloware. Students select own projects with the approval of the instructor. Students supply own materials.

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $10.00
March 2 to May 4

Jewellery Design (Refresher) DES 169D

Prerequisite: DES 169X — Jewellery Design
Course Content: Dot techniques and shape composition; size, direction, interval and proportion as variables; body ornaments produced in shade drawings; historical periods in jewellery design; geometry and asymmetry in jewellery design.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
March 3 to May 5

Gemmology I GEM 167X

Prerequisite: Applicants may be either employed in the jewellery industry or be interested in jewellery as a hobby.
Course Content: Students acquire knowledge about the many different physical characteristics of gemstones such as colours, crystal formation, shapes in nature and cuts. Introduction to testing instruments. The course leads to certification.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $15.00
March 2 to May 6

Gemmology II (Intermediate) GEM 267X

Prerequisite: GEM 167X.
Acquisition of knowledge about gemstones used in jewellery industry.
Course Content: Study of precious stones, minerals and organic substances, physical properties and their chemical composition. Identification of gemstones using gemmological instruments.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $15.00
March 3 to May 7

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Watchmaking

Basic Clock Repairing WACH 903

Prerequisite: WACH 901 or proof of equivalent competency.
Course Content: Instruction is given in the disassembly, cleaning, assembly and minor adjustments of alarm clocks and other simple clocks without striking or chiming mechanisms. Rebushing, refinishing pivots and other skills from WACH 901 will be applied as necessary.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $20.00
March 2 to May 4

Quartz Watch Servicing WACH 906

Prerequisite: Ontario Certificate of Qualification in Watch Repairing.
Upon completion of the course the student is able to service all types of quartz electronic watches.
Course Content: The student learns basic electricity and electronics as applied to watches including the use of electronic equipment for analysis and regulation. The theory of quartz oscillators, integrated circuits, LED, LCD and Analogue displays is presented. Instruction is given in micro soldering to enable the student to replace components such as quartz crystal, capacitors, and lights. Several movements, LCD and analogue, will be analyzed and serviced to practice troubleshooting and adjusting.

Mon. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25 Equipment Fee: $20.00
February 2 to May 11

Furniture

Furniture Upholstery FURN 104X

Students develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame.
Students supply own projects such as chairs, foot-stools and love seats.
Course Content: Stripping upholstery from old furniture; re-stripping and applying springs to new furniture; use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; use of power sewing machines to sew cushions, welts, etc.; application of covering fabrics and trim.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $25.00
January 19 to March 25

Personal Development

Gain Confidence/ Overcome Shyness CE 876

Learn how to relax and enjoy meeting new people. This course helps you understand and overcome shyness by examining the 10 keys to self-confidence. Also included are: how to start and keep a conversation going and where and how to meet people.
Instructor: Howard Jones has worked extensively in the human relations field. He has presented seminars and workshops on confidence building, problem-solving and relationships to a wide variety of audiences. Howard has developed and taught self-development courses at George Brown College for the past five years.

Tues. 6:30 to 9:30 p.m. Kensington Campus
9 hours Fee: $41.00
February 10 to 24

How to Motivate Yourself and Others CES 864

The secret of motivation is to create a positive climate in which other people motivate themselves. In this one-day seminar, the instructor helps participants develop skills for motivating themselves and, perhaps, others, too. They look at problems arising from lack of motivation at work and come up with real solutions for dealing with them.
Instructor: Vince DaCosta is an award-winning speaker who specializes in communication and leadership techniques. He is a member of Toastmasters International and the Association of the Professional Speakers Bureau of Canada.

Sat. 9:30 a.m. to 4 p.m. Casa Loma Campus
6 hours Fee: $95.00
March 7

Relationships — Making Them Work for You CES 838

This course is designed to assist participants in understanding what makes a successful personal or business relationship. Students learn the dynamics at work in one-on-one meetings and in groups. An important element, developing communication skills in conversation and the art of listening, is studied in detail. Conflict analysis, management and resolution are discussed by means of case examples provided by participants. The goal of the course is to give students an overview of positive human interaction.
Instructor: Howard Jones

Thurs. 6:30 to 9:30 p.m. Kensington Campus
9 hours Fee: $36.00
February 26 to March 12

Assertiveness Training I CE 824

Assertiveness Training teaches how to speak up with confidence, say what you want to say with appropriate tact and sensitivity, refuse unwelcome requests, relax and be yourself, and how to get and keep the respect of others. The class is informal and contributions from everyone are encouraged and valued.
Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.

Mon. or Wed. 6:30 to 9:30 p.m. Casa Loma Campus
24 hours Fee: $74.00 Materials: $3.00
January 26 or 28 to March 16 or 18

Assertiveness II CES 809

Will be offered during the Spring/Summer term.

Stress Management CES 840

This seminar is an introduction to understanding stress and its impact on daily life and work. The focus is primarily on stress as a positive energy source rather than on distress and helps participants to consider using stress to work for them, rather than against them. Topics include: the sources and impact of stress; coping strategies; and an introduction to a personal stress mastery program.
Instructor: Dr. Lucille C. Peszat is Director of the Canadian Centre for Stress and Well-Being. She was a colleague of the late Dr. Hans Selye, world-renowned authority on human stress.

Sat. 9:30 a.m. to 4:30 p.m. St. James Campus
6 hours Fee: $85.00
February 14

Automotive

Know Your Car — Part I CAR 800

This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks, such as changing a flat, starting a stubborn engine and dealing with the garage mechanic if repairs are really needed. Students learn when to replace tires, batteries, brakes. The course includes dozens of tips that save money and lengthen the life of your car.
Instructor: Don McQueen has had a class "A" licence with an interprovincial seal for more than ten years. He has also taken additional courses including: disc brakes, diesel engines and electronic ignition.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $46.00
February 5 to 26

Know Your Car Part II CAR 801

Will be offered during the Spring/Summer term.

Aviation

Private Pilots Groundschool CES 852

Groundschool preparation for the writing of the Federal Ministry of Transport Licensing Examination. Includes Theory of Flight, Aircraft, Meteorology, Navigation and Air Regulations. Also suited as a refresher course. Ten-hour flight time required for eligibility to write MOT pilot licensing examination.
Required Text: *From the Ground Up* by Sandy A.F. MacDonald
Instructor: Samuel Park has been flying for nine years and is an Advanced Flight Instructor at Central Airways, Toronto Island Airport.

Tues. 6:30 to 9:30 p.m. Kensington Campus
42 hours Fee: $104.00
January 20 to April 21

Sailing

Practical Coastal Navigation CE 816

This practically oriented coastal navigation course for cruising sailors includes compass use and corrections, chart work, bearings, buoyage, signals and signalling, dock and anchorage procedures, coping with darkness, fog and heavy weather, and planning a passage. Anecdotes, films and literature are included.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $69.00
January 19 to March 23

Celestial Navigation CE 801

This practical navigation course for boaters includes how to determine your position from the deck of a small boat anywhere in the world. Care and use of the sextant, how to take sights and plotting positions will be emphasized. A text almanac, tables and minimal geometry instruments will be required for the course.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $69.00 Materials: $3.00
January 26 to March 30

Antiques

How to Buy Antiques CE 817

This is a course designed for those wishing to know about the booming antique market. Whether for investment or pleasure, everyone wants to know more about his/her treasures. Stress will be on the recognition of different styles and periods of furniture, china, glass and silver, also the discernment of quality and craftsmanship.
Instructor: Marion Heller completed a decorative arts course at the Study Centre, Victoria and Albert Museum and received a diploma in fine and decorative arts from the New Academy of Art Studies in London, England.

Tues. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $41.00
February 3 to March 10

Carpentry

Woodcarving WOOD 800

Properties of wood, nature of woodcarving; principles of design as applied to the materials; preliminary sketch and model; indepth study of tools and tool sharpening. Demonstration of a wide range of techniques are explored such as: carving in round; relief carving, whittling, incised, pierced, decorative chip and gouge carving. Presentation and finishing techniques are also covered.

Wed. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $70.00
January 14 to April 1

Homes

Buying Your First Home RE 801

This course provides the first-time home buyer with sufficient information to make a knowledgeable decision. It covers all the steps in the process including: establishing a price range, selecting the right real estate agent, determining ways to inspect a home, establishing fair market value, obtaining financing, making an offer, closing costs and procedures and settling-in expenses.
Instructor: Marilyn Rothman is a real estate broker with her own company, which specializes in residential sales and leasing in the Metro area. She is a member of the Toronto Real Estate Board and the Ontario Real Estate Association.

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $23.00 Materials: $5.00
February 28 or March 21

Condominiums CE 869

Before you buy, explore the multifaceted condominium approach to living in Metro; its various styles, the advantages and disadvantages; its differences in comparison to buying a single family dwelling. Topics covered include: how to choose a good building, the legalities involved in buying a condominium, renting your condominium, financing, price ranges, cooperatives, and trends in the Metro area.
Instructor: Marilyn Rothman

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $22.00 Materials: $3.00
March 21

How to Buy an Investment Property RE 807

This course covers two important areas which every investor, or investor-to-be, should consider before making the decision to buy a residential investment property.
The first part deals with the financial benefits and income tax implications of buying an investment property. A chartered accountant conducts this segment of the course.
Part two covers financing an investment property, including: how to shop for a mortgage, cost and type of mortgages and methods of repayment. Also included is an examination of the responsibilities of the landlord and tenant.
Instructor: Marilyn Rothman

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $51.00 Materials: $5.00
March 7

How to Save Money with your Mortgage CES 867

In today's tight economy, the cost of a mortgage is the number one concern of the home owner. This course looks at ways of saving mortgage dollars: how to take years off your mortgage; sorting out the various financial lending institutions; choosing the best type of mortgage for you — open, closed, blanket, wrap-around — their advantages and disadvantages.

Sat. 10 a.m. to 4 p.m. St. James Campus
5 hours Fee: $35.00
March 7

Basic Home Repairs CES 825

To help you keep living spaces in good working order, this course covers: keeping water in and out; furnace maintenance; repair of electrical plugs and switches; repair of plaster and drywall; hanging of objects; painting; wallpapering; installation of tiles and caulking of bathtubs and showers. Question and answer time is an important part of this course. Recognized experts speak on their specialties as schedules permit.
Instructor: Al Zutautas has over 16 years of experience in the construction business as a builder and contractor.

Thurs. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $42.00
February 5 to March 12

You and the Law

The New Family Law CES 869

A new federal divorce law and a new Ontario family law were introduced in 1986. Both laws dramatically change the legal aspects of marriage, separation, and divorce. This course explains the new grounds for divorce; the new rules for dividing matrimonial property; the new importance of marriage contracts; and recent developments in child custody and financial support.
Instructor: Margot Lettner, LL.B., practises family law in Toronto.

Tues. 7 to 9 p.m. Casa Loma Campus
10 hours Fee: $35.00
January 27 to February 24

Toronto

Toronto Classical Music Landscapes CES 843

Centring on a survey of the history of music — featuring lectures, discussions, recordings and live concerts — you learn about musical forms, instruments, vocabulary and the works of the great masters from the Middle Ages to the 20th century. Topics include the history of the modern orchestra, how it works and the role of the conductor. In addition to regular classes, this course includes attendance at four concerts by the world-class Toronto Symphony in Roy Thomson Hall.
Instructor: Neil Hunter is the past Manager of the Toronto Symphony Youth Orchestra and was the Production Assistant of the TSO. He is currently active as a music teacher and performer in the Toronto area.

Thurs. 7 to 9 p.m. class nights
8 to 10 p.m. concert nights
St. James Campus
22 hours Fee: $68.00 Symphony tickets: $80.00
January 29 to April 9

Toronto Theatrical Landscapes CES 845

This course is for the theatre-goer who seeks more than entertainment and enjoyment, but who wants to sharpen awareness, experience drama and its emotional strengths, develop skills to judge performance on more than a novice level. In addition to regular classes, this course includes attendance to several plays and, where possible, discussions with playwrights, directors and actors. *Course fee does not include the cost of theatre tickets.
Instructor: Carol Bolt, playwright, has stage credits for such plays as *Survival, Love or Money, Escape Entertainment, Star Quality,* (The "America" Project), *Desperados.* She is the author of the critically acclaimed play *One Night Stand.*

Wed. 6:30 to 9:30 p.m. class nights
8 to 11 p.m. play nights
St. James Campus
24 hours Fee: $68.00
February 4 to March 25

Music

Introduction to Guitar: A Survival Course for the Beginner CES 834

This course is designed for those who wish to learn to play the guitar. Students learn its history, the mechanics of holding and tuning; the principles of chord changing and basic note reading. An ensemble work is rehearsed by the class and group work is encouraged.
Instructor: Jonathan Earp teaches at the Eli Kassner Guitar Academy and is an instructor in solo classical guitar performance at Brock University in St. Catharines.

Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $68.00
January 27 to March 31

The Synthesizer and Electronic Sound Creation CES 841

This course deals with the theory and practical use of the synthesizer in contemporary music and sound creation. The student looks at the history and evolution of the synthesizer, how sounds are created and emulated, additive and subtractive synthesis, FM sound creation, the differences between analog and digital systems, PCM digital sound recreation, digital sampling, and the newest technological development, MIDI interfacing.
Instructor: David Mark Smith is a professional recording artist and has written, recorded and produced two albums.

Mon. 7 to 9 p.m. St. James Campus
20 hours Fee: $68.00
January 26 to March 30

Toronto Classical Music Landscapes CES 843

For course description, see this page.

The Roots of Rock 'n' Roll CES 839

To be offered during the Spring/Summer term.

Coaching

National Coaching Certification Program, Level I Coaching Theory HS 700

This course is offered in co-operation with the Sports and Fitness Branch, Ministry of Tourism and Recreation, and is designed to train and educate amateur coaches. The course provides a systematic way to improve knowledge and skills in the theory of coaching. Course content covers such topics as: role of the coach; sport psychology; how the body works and grows; skill analysis; sport safety; teaching skills and practice planning. While a Level I Theory Certificate is awarded upon successful completion of this course, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for Certification.

Sat. & Sun. 9 a.m. to 5 p.m. Casa Loma Campus
14 hours Fee: $10.00
February 14 to February 15

Fitness and Sports

Tennis (Beginners) TENN 800

Enrolment in tennis courses is limited and students are encouraged to register early.

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes: forehand, backhand, volley, serve, plus footwork.

Fri. 6 to 8 or 8 to 10 p.m.
16 hours Fee: $45.00
January 16 to March 6
Kensington Campus
March 27 to May 22
St. James Campus

Tennis (Intermediate) TENN 802

Enrolment in tennis courses is limited and students are encouraged to register early.

Course Content: Focus is on skills in volleying, different hits, footwork and methods of analyzing the sport.

Mon. 6 to 8 p.m. or 8 to 10 p.m. or Wed. 6 to 8 p.m.
16 hours Fee: $45.00
January 12 or 14 to March 2 or 4
Kensington Campus
March 23 or 25 to May 11 or 13
St. James Campus

Tennis (Advanced) TENN 804

Enrolment in tennis courses is limited and students are encouraged to register early.

Course Content: Focus is on advanced knowledge and skills in tennis, with special attention given to forehand, backhand, serving and tennis strategy.

Wed. 8 to 10 p.m.
16 hours Fee: $45.00
January 14 to March 4
Kensington Campus
March 25 to May 3
St. James Campus

Yoga YOGA 800

The scientific technique of traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $48.00
January 14 to April 1
April 8 to June 24

General Fitness FIT 800

Course Content: This is a coeducational fitness program designed to improve all components of your physical fitness. Each class is accompanied by music and concentrates on your cardiovascular system, as well as your strength, flexibility and muscular endurance.

Mon. and Thurs. 7:30 to 8:30 p.m.
Casa Loma Campus
28 hours Fee: $53.00
January 12 to April 16

Advanced Fitness FIT 809

This course is designed to meet the need for a more intensive workout. While classes concentrate on strength, flexibility, muscular endurance and the cardiovascular system, students perform at a much more intensive level than General Fitness FIT 800.

Mon. and Thurs. 8:30 to 9:30 p.m.
Casa Loma Campus
28 hours Fee: $55.00
January 12 to April 16

Tai Chi HEAL 800

Tai Chi is an ancient Chinese exercise form consisting of a series of controlled, flowing movements designed to strengthen muscles and ligaments, improve circulation, increase flexibility and reduce stress. This course is designed to introduce basic principles and movements. It is presented in co-operation with The Toronto Tai Chi Association and is designed for people of all ages and levels of fitness.

Tues. 6 to 8 p.m. Nightingale Campus
16 hours Fee: $42.00
January 13 to March 3
March 10 to April 28
May 5 to June 23

The Great Outdoors

Ontario Hunter Safety Course CES 811

A preparatory course to writing the Hunting Licence Examination of the Ontario Ministry of Natural Resources. The course is mandatory for all applicants who cannot provide proof of previous hunting experience. The course includes: an introduction to hunter safety and ethics; gun parts; gun carries (safety and control); game laws and regulations; hunter, farmer, landowner regulations; game identification; methods of hunting; ammunition identification; field handling (fences, obstacles, punt, vehicle); firearms and boat safety.
The course concludes with a mock examination similar in style and content to the Hunting Licence Examination.
Students should purchase text prior to first class.
Instructor: Doria Ciallella

Mon. and Wed. 7 to 9:30 p.m. Casa Loma Campus
15 hours Fee: $44.00
and purchase of text *Hunter's Guide*
February 9 to February 25 or
March 9 to March 25

Furniture

Furniture Upholstery FURN 104X

Students develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame.
Students supply own projects such as chairs, foot-stools and love seats.
Course Content: Stripping upholstery from old furniture; re-stripping and applying springs to new furniture; use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; use of power sewing machines to sew cushions, welts, etc.; application of covering fabrics and trim.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $25.00
January 19 to March 25

You and your Money

Personal Financial Planning CES 836

Personal financial planning includes a system of organizing and controlling resources. Attention is given to budgeting, cash management, tax reduction and deferral, investment strategies, estate planning and maximizing benefit programs at work. Case studies are analyzed, the jargon of the stock market is demystified and a study is made of investment theory and practice.
Instructor: Jennifer Hamilton is owner of Moneyworks, a Toronto financial consulting firm specializing in income tax preparation and planning. She is also co-founder of the Canadian Association of Registered Financial Consultants.

Tues. 7 to 9 p.m. Casa Loma Campus
16 hours Fee: $57.00
January 27 to March 17

Investment Strategies CE 862

The student is shown how to choose among the following investments: guaranteed savings such as guaranteed investment certificates and Canada Savings Bonds; fixed-income securities, such as bonds, equity securities, such as preferred and common shares; mutual funds and other investments such as gold and foreign exchange.
Instructor: James Chester is an active stock and commodities trader and is past Director of the Toronto Investment Dealers Association.

Thurs. 6 to 9 p.m. St. James Campus
18 hours Fee: $63.00
January 29 to March 5

The Stock Market CES 821

Millions of dollars change hands every day in the stock market. This course examines the reasons for these changes and explains how they occur. Various aspects of the market are explained including — the types of securities traded, the types of investors, how orders are placed and executed, and the types of brokers trading in the market. The crucial question of when to buy and when to sell is examined by analysing various charting methods.
Instructor: James Chester

Sat. 10 a.m. to 1 p.m. St. James Campus
3 hours Fee: $22.00
January 24

Etcetera

Introduction to Video Production Techniques ELS 819

This course is for a wide range of learners including the home video user, those who have to use video in their jobs and those interested in small-business applications of video. Topics include: basic technical knowledge of television, operating the camera and VCR, equipment comparisons, hands-on production workshops, basic composition and lighting, scripting and an introduction to editing. Learning is stimulated by class discussions, teacher-led information sessions, video teaching package and manual, hands-on working sessions, viewing and discussion of student work, and guest speakers. While a camera and VCR are available for your use during class time, maximum benefit will come from having your own equipment for assignments and projects.
Playback and editing facilities are limited to ½" VHS format.

Mon. 7 to 10 p.m. Casa Loma Campus
45 hours Fee: $94.00 Materials $10.00
February 9 to June 1

Herbs and Herbal Remedies CE 865

This course introduces participants to hundreds of herbs, their history and modern medicine's reliance on herbal cures, the effects of herbal groups on the body, and their use as preventative and curative agents. The legislation pertaining to herbs will be discussed and full coverage will be given to healers, aphrodisiacs, poisons, toxins, the recognition and discrimination of adulterated herbs. Throughout the course adequate opportunity will be given for group discussion on all aspects of herbs and herbal remedies.
Instructor: Allan Bortnick is a chiropractor and naturopath who is currently practising in the Toronto area. He has done intensive study in the areas of herbology, nutrition and holistic health care.

Thurs. 7:30 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $57.00
February 5 to April 9

The Art of Make-Up CE 868

Through practical development of a personalized basic beauty routine, learn how to correctly handle the skin. Topics include: product types, textures and effectiveness on different skin types and individual skin needs in the areas of special treatment.
The basics of colour theory and make-up techniques establish guidelines for choosing and applying background and accent make-up.
Instructor: Aurelia Fennema has worked for many years as a consultant and demonstrator of new make-up lines for cosmetics companies.
Students should bring face cleansers, hand mirror and a pair of tweezers.

Sat. 1 to 4 p.m. St. James Campus
12 hours Fee: $48.00 Materials: $5.00
February 7 to 28
April 4 to April 25

Introduction to Sign Language CES 900

For course description, see page 77.

World Tensions Today: A Discussion Group CES 842

Consider in greater depth, through discussion and study, the reasons for some of the ongoing areas of tension in the world. Topics covered include: The Arms Race, the greatest cause of tension in the world today. The terror of War remains. From Guns to Butter. Why can't the world feed itself? Central America. The events in Central America are so tragic, yet controversial. Why? South Africa and the stake the Superpowers have there. The Middle East, its strategic and religious importance.
Guest speakers who are directly involved in the topics of discussion participate as schedules permit.
Instructor: George Hoff is the Foreign Assignment Editor of CBC National Television News.

Tues. 7 to 9 p.m. St. James Campus
16 hours Fee: $57.00
January 27 to March 17

Stained Glass I ART 805A

This course is an introduction to the copper foil and lead techniques of stained glass. The course is designed, both for a complete beginner and for anyone who wishes to become more proficient in this age old craft. Most aspects of stained glass will be covered so that each member of the class will become familiar with all the tools and materials necessary in the completion of stained glass windows. The course should provide an appreciation of the possibilities and qualities of a unique material.

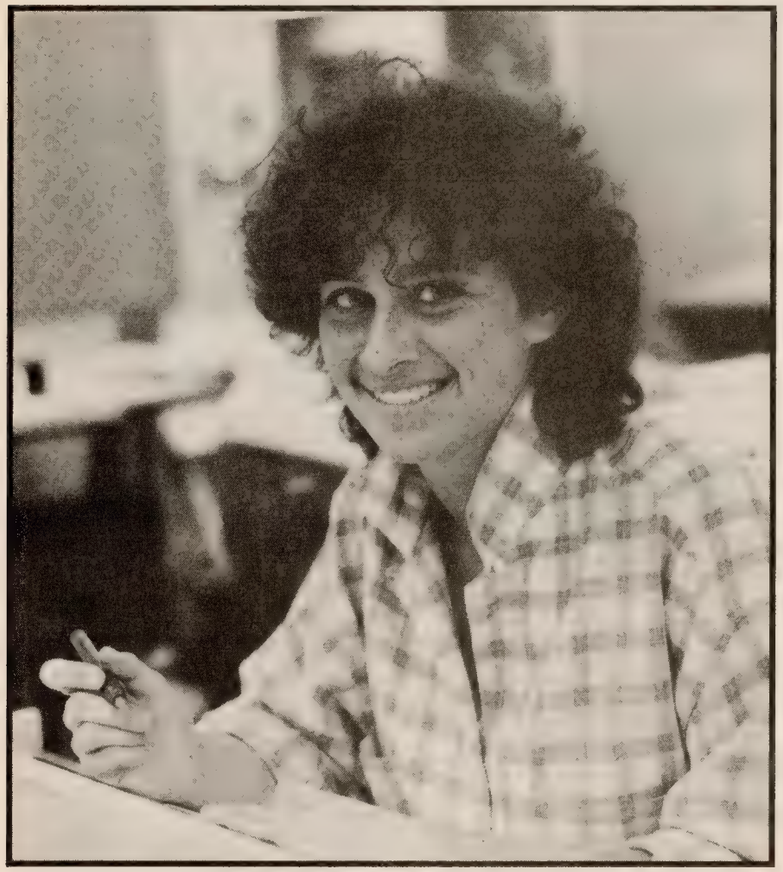
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
Students must purchase their own material as required.
January 12 to March 12

A Workshop for Women Your Business Matters ENG 800

More and more women are starting up their own businesses with great success. In this course students are guided through the intricacies of starting a small business with emphasis on avoiding the pitfalls. Various aspects of starting up a business on a budget are discussed, including reasons for considering self-employment, types of business structures, sources of funding, approaching a bank, marketing the business, choosing a location, leases and bylaws, finding supplies, hiring personnel, advertising, bookkeeping and income tax. Students receive an invaluable package to assist them in making decisions about their future business. Day care will be provided by the George Brown College Learning Centre on Kensington Campus for the November 1 session.

***For more information* about day care registration call 947-9914.**

Sat. 9:30 a.m. to 3:30 p.m. Kensington Campus
6 hours Fee: $21.00
February 28 or March 7



Graphic Design Diploma Credits

The Visual Arts Department offers credit part-time courses in the Graphic Design Program. Credits obtained part-time are transferable to the full-time diploma program.
Courses are offered in segments to equalize the hours per semester of the full-time program.
It's designed to develop students' skills and abilities to the highest level of competence in the fields of graphic design and advertising arts. Upon graduation, students are prepared to pursue a career starting as a junior artist which leads to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.
All applicants must submit a portfolio of five to ten samples and pass an art test. Arrangements must be made with the Visual Arts Department for an interview and art test at least two weeks in advance of the course start dates.
Graduates receive a diploma after completion of the program.
These courses may be taken as non-diploma, in which case an interview and an art test are not necessary.

For more information, **call the Visual Arts Department at 967-1212, ext. 3401 or 3318.**

Drawing Research DRAW 120X

Drawing exercises are carried out in various media using still life objects with emphasis on: line, proportion, shading & textures, in negative and positive form. The application of perspective will be taught in relation to interior renderings and outdoor sketching.

Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 12 to April 13

Life Drawing LIFE 121X

A traditional approach to drawing based on the human figure. Understanding attitudes, positions and movements using contour, gesture, diagrammatic and progressive drawing.

Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 13 to April 14

Lettering LETT 122X

A thorough exposure to lettering is given, beginning with history, current usage, terminology and family. Practical application is the keynote, commencing with pencil, proceeding to pen, brush and marker. Co-ordinated with knowledge gained, emphasis is placed on devising letters to indicate special effects.

Two Semesters Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 14 to April 15

Design DES 123X

Two dimensional design will be explored in all its aspects. Geometric and free shapes will be used in projects involving point, line, contrast, texture, etc. Design theories are discussed in conjunction with the practical projects. Some basic advertising layouts will be developed.

Two Semesters Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $52.50
January 15 to April 16

Illustration ILLS 128X

Students are introduced to basic illustration techniques: pencil and pen shading, drawing faces, hands, etc. From these basic exercises, students will advance to exploring commercial applications using various media.

Two semesters
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
January 14 to April 15

Typographical Design TYPO 129X

Instruction will be given in the ordering and application of suitable typefaces, including basic measurements and copyfitting. Felt tip marker indication is stressed. This knowledge will be applied to designing with actual type.

Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $52.50
January 13 to April 14

Studio Graphics STGR 130X

This course is the second semester of MECH 126X — Mechanicals.
Prerequisite: MECH 126X — Mechanicals.
Course Content: The student is required to design a newspaper ad using a felt pen for rendering and then produce a finished mechanical drawing. Additional design projects are also carried out using the same techniques.

One Semester Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 13 to April 14

Marker Rendering Techniques MRK 131X

An extensive study beginning with the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques will be thoroughly explored.

Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 12 to April 15

Career-Oriented Courses

Advertising Design Basic ADES 900

Prerequisite: Interest in art.
Course Content: The course is designed to give the theories of commercial art/graphic design, along with some practical work in thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups and colour separation by amberlith overlays.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $20.00
January 14 to April 15

Advertising Design Advanced ADES 902

Prerequisite: Completion of ADES 900 or basic knowledge of design copyfitting and mechanicals.
Students will design, and prepare camera-ready art for a number of projects at an advanced level, including print media advertisements, logo designs and their application to stationery, package design, promotional design, and typographical design. A look at colour reproduction and production methods.
For the preparation of camera-ready art work the student will operate a stat camera and IBM composer.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $20.00
January 12 to April 13

Retail Advertising Layout ADES 905

Prerequisite: Interest in Commercial Art and the ability to draw.
This course introduces the practical, day-to-day aspects of the craft of the retail advertising layout artist and answers the questions, "What is it like to be a layout artist for the retailer?", and, "What does it take to be successful?" Explains how to get ideas, produce rough renderings, comprehensives and finished layouts; how to make the written word visual (structuring a layout from the information given on an advertising requisition); the importance of merchandising, timing, production deadlines and constant last-minute changes; how to deal with buyers, studios, art directors, production managers and advertising directors; how to fend off interference from well-meaning people who should not be involved in the layout process. There will be a wide variety of weekly assignments which will enable the student to gauge abilities and progress.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
January 13 to April 14

Poster Workshop PHOT 933

Prerequisite: Interest in commercial art and the ability to draw.
This course explores a variety of techniques used in making exciting, thought-provoking posters. Students explore the dynamics of design, colour, typography and imagery necessary to communicating information and ideas. Co-operative brainstorming sessions will work to everyone's advantage by helping to stimulate imaginative solutions to problems of form and content.

Thurs. 6:30 to 9:30 p.m. St. James Campus
24 hours Fee: $30.00 Material Fee: $20.00
January 15 to March 5 or March 12 to April 30

Airbrush Techniques AIRB 901

For beginners or advanced students.
Course Content: Fundamental working procedures, as well as advanced airbrush techniques are taught. Through example and demonstration, students will learn the proper setting up and care of equipment, including hands-on operation of the airbrush. Fine art, product rendering and advertising illustration projects are included. Students are encouraged to bring in their own work to develop and finish.
It is recommended that students supply their own airbrushes.
Enrollment limited.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $25.00
January 13 to April 14

Cartooning CART 808

Course Content: Cartooning is a course designed for your own pleasure or to add to your income. This course is for the beginner as well as persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques will be taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
January 14 to April 15

Computer Graphics COMP 800

This course offers hands-on experience in page creation using videotex computers. Students learn how to access the computer and initiate the various creation modes. Students are encouraged to design and create their own computer graphics. Completed projects are stored on a disc. At the end of the course, students receive hard copy of their projects in the form of 35mm slides. Limited enrolment.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $239.00 Lab: $20.00
January 14 to March 18

The Professional Copywriter COPY 900

Prerequisite: Interest in copywriting.
This course introduces the student to the practical aspects of advertising writing for print, broadcast and TV, and answers the questions "What is it like to be a copywriter?" and "What does it take to be successful?" The student learns how to get ideas, write headlines, make copy interesting and persuasive, revise for clarity and become more creative. There is a wide variety of weekly assignments which enable students to gauge their abilities. Completed assignments provide a portfolio of samples to showcase the student's talents.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
January 12 to March 16

Interior Design and Decoration DES 801

Course Content: A practical course for persons interested in interior design and decoration of their homes and apartments. Topics covered are: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design and fabrics. Selection of furniture, drapes, carpets and other accessories for all rooms. There will be field trips plus basic exercises and projects. Exterior design will be covered for patios, sun porches and decks etc.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $71.00
January 13 to April 14

Contemporary Magazine Design & Layout DES 900

Prerequisite: Basic design skills and interest in contemporary magazine design.
Course Content: This is a comprehensive course for the artist/designer interested in furthering his/her knowledge and skills in contemporary magazine design, layout and production. Areas covered include editorial layout, scheduling, production and deadlines. Actual magazines are re-designed, and students are encouraged to design new formats and systems for magazines using type, photographs, illustration and graphics.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
January 15 to April 16

Portrait Painting PAIN 904

Prerequisite: Basic drawing knowledge.
Course Content: This course is designed for beginners as well as for advanced students. Instruction will be given in anatomy and colour mixing pertinent to portraiture. Students will also study Old Masters techniques and work from models in any media they choose (oil, tempera, acrylic, water colour or pastel).

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
January 14 to April 15

Technical Illustration ILLS 900

Prerequisite: Drawing skills.
Students are exposed to various aspects of technical illustration of today's products. Exact pencil renderings and inking are emphasized. Shading of drawings using various media and exploded views will also be explored. This is a comprehensive course for the artist to sharpen the skills needed to produce today's product manuals and assembly instructions.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
January 12 to April 13

Studio Management STBM 900

Prerequisite: Knowledge of design and freelance experience.
Course Content: This course is designed for the freelance designer, staff artist or beginning designer who is interested in running his/her design office profitably. Business aspects of design are extensively covered: pricing, invoicing, purchase orders, taxation, etc. The organization of an office, use of forms, establishing purchase order numbers and invoice numbers are also investigated.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
January 15 to March 19

Audio Production

Audio Production Techniques ADIO 928

Prerequisite: Basic Audio Production Techniques ADIO 923 or similar course and/or experience.
Course Content: This course is designed to extend the working knowledge of those who have already completed ADIO 923, or have gained suitable industrial experience.
The course will be run as a workshop, with students' performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording; slide-sound productions.

Mon. and Wed. 6 to 10:30 p.m. St. James Campus
90 hours Fee: $112.50
January 12 to March 18

Screen Printing

Screen Printing (Basic) SP 901

Course Content: This course is designed as an introduction, to enable the student to complete a number of projects, such as greeting cards, T-shirts, place mats or posters, stencil cutting, colour mixing, screenmaking and handprinting.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Mon. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $55.00
January 12 to April 13

Screen Printing (Advanced) SP 903

Prerequisite: Successful completion of SP901 (Basic) or equivalent industrial experience.
Course Content: A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T-shirts. Operation of process camera, line and half-tone film-making, film imposition, preparation of indirect and direct photo stencils.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $75.00
January 13 to April 14

Signwriting

Signwriting SIGN 900

Course Content: Fundamentals of general signwriting, brush lettering, type faces, colour and layout theory, materials. The application of signwriting on masonite, plywood, metal and glass is also taught.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $35.00
January 13 to April 14

Show Card Writing SIGN 901

Course Content: This course is designed as an introduction to show card lettering; pen lettering and the production of banners, and posters, etc. Students who have previous experience will be encouraged to do advanced work.
Some techniques covered are: pen and brush lettering, type faces, colour and layout theory and practice.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $35.00
January 13 to April 14

Photography

Introduction to Photography PHOT 800

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — camera lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc. Owing to student demand, this course is run several times each year, but early registration is recommended.

Mon., Tues., Wed., Thurs., Fri.
6:30 to 9:30 p.m. Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $58.00 Lab: $30.00
January 19, 20, 21, 22, 23 or 24 to
March 23, 24, 25, 26, 27 or 28

Intermediate Photography PHOT 801

Prerequisite: PHOT 800 or equivalent course or level of comprehension.
This course is designed to improve the student's composition and technical ability. Classes will include lectures and discussions on improving negative quality through proper exposure, development and handling, use of different lenses, filters and different light. Darkroom controls and techniques are applied and practiced to improve print quality. Exercises and assignments are given to develop the student's ability to visualize and compose. The student will learn to spot and mount finished work. Colour is discussed in theory and a colour transparency assignment is given. Students should expect to spend up to $50.00 on materials, as they must supply all their own film and paper. The College provides all processing solutions.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $56.00 Lab: $15.00
January 12 to April 13

Advanced Photography PHOT 802

Prerequisite: PHOT 801 or equivalent course or level of comprehension.
This course is designed to provide formal direction and guidance to improve the student's technical and aesthetic abilities. An opportunity for use of the 4x5 camera is provided. Subjects covered include: toning, bleaching, hand-colouring, mounting, spotting, the history of photography, exercises for improving composition, and darkroom technique. Students should expect to spend up to $50.00 on materials, as they must supply all their own film and paper. The College provides all processing solutions.

Wed. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $86.00 Lab: $15.00
January 14 to April 22

Documentary Photography PHOT 921

This Documentary Photography course provides students with an opportunity to practice and develop their photographic technical skills against a working understanding of documentary photography. The course is designed for people with or without previous experience in photography. Each student gains additional experience by processing or printing their own negatives. The darkroom work will result in the production of a series of photographic prints covering one of two potential topics. The topics include a photographic documentation of the home or the work place. Students should expect to spend up to $50 for supplies and materials.

Tues. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $56.25 Lab: $25.00
January 13 to April 21

Photographic Black and White Print Workshop PHOT 922

This workshop provides instruction and hands-on experience for those students interested in developing good black and white printing skills. Each student is instructed in the fundamentals of black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required.
Limited enrolment.

Fri. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $56.25 Lab: $25.00
January 23 to May 1

Photographic Composition in Colour Slide Production PHOT 923

This course is designed for people with or without previous experience in photography. Using colour slide material, the student develops technical and aesthetic skills through an extended analysis of photographic composition. Students are encouraged to consider their camera's technical controls (framing, depth of field, and motion) as aesthetic controls to be used toward a full understanding of visual form. After considering photographic composition in the single frame, students build upon that understanding through the development of a sequence of photographs.

Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $37.50
January 24 to March 28

Fashion Photography Workshop PHOT 924

Prerequisite: Advanced Photography — PHOT 802 or equivalent experience.
This course is designed for students who have basic photographic skills. The student photographs both professional and amateur models under a variety of outdoor conditions and settings involving beach, water, parks, sunsets and public building exteriors. Students study lighting techniques for photographing in open shade, bright sun, cloud cover, and rain, with a minimum of equipment. Students work with and supply their own colour negative film and black and white film. Students should be prepared to present a portfolio on the first class. Weekend studio dates and hours will be established in the first class.

Sat. noon to 3:00 p.m. St. James Campus
25 hours Fee: $31.25 Lab: $45.00
January 24 to March 14

Creative Black and White Printing PHOT 925

Prerequisite: Film processing experience and familiarity with current materials.
This course is for those wishing to have more creative control in producing fine photographic prints. Materials used in printing, such as paper types, developers, fixer types, washing aids and washers are reviewed. Methods to control contrast, such as selecting the proper grades and controlling print colour are investigated. The course also covers the final steps leading up to framing the print, archival processing techniques, dry mounting and matting.
Limited Enrolment.

Sat. 10 a.m. to 1 p.m. St. James Campus
45 hours Fee: $56.25 Lab: $20.00
January 24 to March 7

Introduction to Professional Photography PHOT 926

Prerequisite: PHOT 802 or equivalent experience.
This course is designed to introduce students to professional techniques and methods which are covered in a direct hands-on workshop setting. Students explore the possibility of a career in photography. Practical assignments are given in colour and black and white. Students must provide their own film.

Thurs. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $56.25 Lab: $20.00
January 22 to April 30

Photography in Advertising PHOT 929

This course is designed for those with an interest in commercial photography and, more specifically, those working in the graphic arts industry. Designers, layout artists, art directors, etc., who are required to understand the photographic process and work with photographers, learn through lectures, demonstrations and field trips the limitation of photographic reproduction. Topics include camera format, lighting, photographic materials, the photographic session and the technical attributes of the photograph.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
January 20 to March 24

Photography: The Creative Challenge PHOT 930

Prerequisite: Intermediate to Advanced Photography.
This course is for intermediate to advanced graduates from other photography courses who would like to develop their sense of seeing, while having some fun doing it. It is a chance to learn to break past the technical rules, and develop your creative sense and emotional responses through photographs. Very little technical material will be dealt with during these classes although questions on all subjects will be welcome.
The course will take the format of a weekly workshop in which class meets on location each week and returns to the classroom later on for review of the former week's images. Each student should have a 35mm camera and tripod. This is a non-studio course concerned with producing colour 35mm transparency images.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
January 21 to March 25

Photography: Printing Colour Negatives PHOT 931

This course provides hands-on colour printing instruction and practice for photographers with or without previous experience in colour photography. Students will be instructed in the basic theory of colour printing with the maximum amount of time devoted to making colour prints. The course will concentrate on printing from colour negatives and will be conducted at Toronto Image Works, a professionally-equipped colour darkroom rental facility. Tuition includes 15 hours of darkroom time, lab chemistry and 50 sheets of 8 x 10 colour paper for each student.

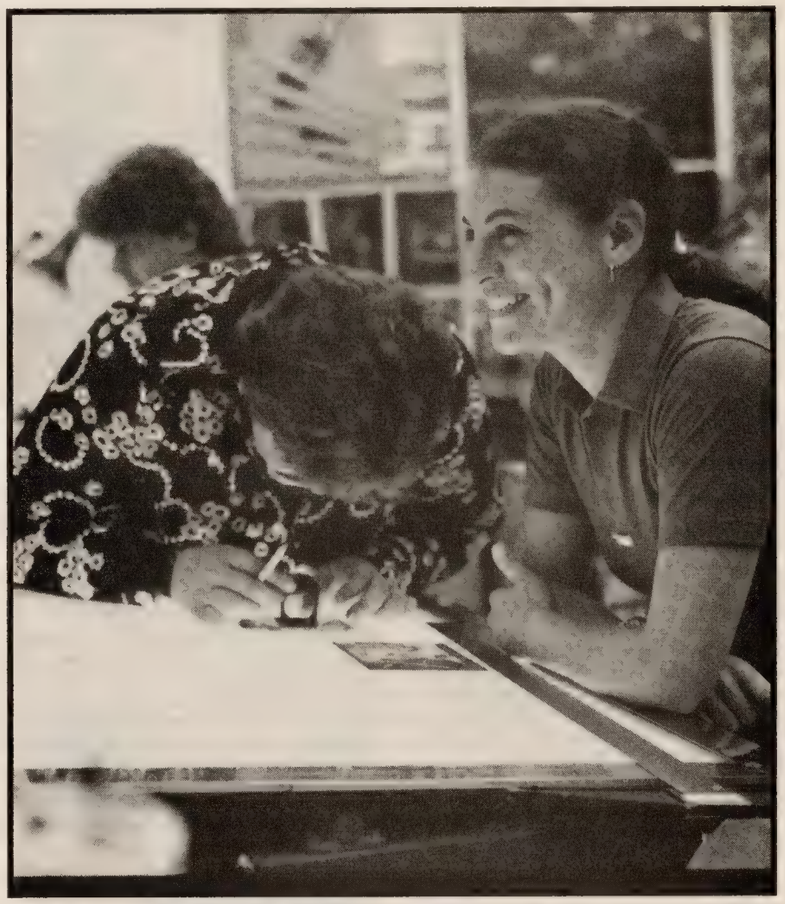
NOTE: Classes are held at Toronto Image Works, 80 Spadina Avenue, Suite 207, Toronto. Register at St. James Campus.

Sat. 9 a.m. to noon Toronto Image Works
15 hours Fee: $18.75 Material: $21.00
Lab: $60.00
January 10 to February 7
March 7 to April 4

The Photo Journalist PHOT 932

Prerequisite: PHOT 800 or equivalent course or level of comprehension.
Since the development of modern photographic techniques in the 19th century, the men and women who have taken up the profession have added immensely to the colour and texture of history. They are the people who were there the instant it happened: Antietam, Kitty Hawk, Iwo Jima, Dallas and Tranquility Base.
This course, through a series of workshops, discussions, guest lectures and weekly photo assignments, will examine some of the major themes of photojournalism. Throughout, emphasis will be placed on the decisive moment during which, through the photographer's eye, a record is left behind which says something compelling and intrinsic about an event, a time, a person or a moment.
Students must supply their own camera and be prepared to absorb the costs for developing and printing their own film.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
January 22 to April 23



High Resolution 35mm Photography PHOT 934

NEW

Prerequisite: PHOT 801 — Intermediate Photography or equivalent experience.
In this course students learn that the typical 35mm camera is capable of very sharp detailed pictures; this potential is rarely realized.
The course concentrates on squeezing as much performance as possible from the small camera format, from simply getting sharper snapshots to true high resolution photographs suitable for critical, technical applications. Students learn exactness and patience.
Topics covered include: fine grain films, B&W and colour: developing for sharpness, cameras and lenses, lighting and flash, printing for maximum resolution, close up photography.

Fri. 6:30 to 9:30 p.m. St. James Campus
24 hours Fee: $30.00 Material Fee: $15.00
January 16 to March 5

Historical Photographic Printing Processes PHOT 935

NEW

Prerequisite: Previous darkroom experience.
In this course students learn some of the interesting and beautiful ways photographers in the past printed their photographs.
Students learn about papers, chemicals, how to optimize their negatives for particular processes; and, as the main project, produce several prints using two processes: (1) the Kallitype ("Van Dyke Brown print") which produces a rich brown toned image and (2) the Gum Bichromate process, which is more complex, used to make images of any colour, or any combination of colours.
Darkroom space and time is limited, so students are required to supply their own print-size negatives (8x10"), made in their own darkroom; or have halftones made at a graphic arts printing shop.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 15 to March 19 or March 26 to May 28

Photography of People NEW PHOT 936

Prerequisite: PHOT 801, an equivalent course, or level of comprehension.
This course is designed for people who want to improve their skills in taking pictures of people. This practical hands-on course covers the following topics: how to choose the correct camera, type of lens and filters; studio lighting and available light; location photography; how to photograph faces; how to create the right atmosphere for a successful portrait; and how to accomplish all of this using a minimum amount of equipment.

Mon. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $56.25
January 12 to April 20

Video

Videography — Basic and Advanced Camera PHOT 927

This course offers hands-on experience in video formats, features, connections and applications through this interesting and informative course. Topics for discussion and demonstration include VHS and Beta vs 8 mm; basic video image production; video tape; video tape editing; video cameras; lighting for video; special effects; and post-production techniques.

Mon. 6:30 to 8:30 p.m. St. James Campus
16 hours Fee: $52.00
January 19 to March 9

Cinematography

Cinematography CINE 925

Prerequisite: Basic Cinematography CINE 922.
Course Content: Cinematography CINE 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematograpy CINE 922. The student taking CINE 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00
January 6 to February 24

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown has the best-equipped facilities in Ontario and offers training in the latest printing techniques.

Composition and Typography

Introduction to Printing Processes COMP 106X

The course is intended for persons employed in fields related to printing, or for persons wishing an overview of the printing trades prior to selecting a course.
Course Content: Information is presented via lecture and demonstration about the major techniques involved in the printing of material. Instructors in the different production areas discuss and demonstrate their specialty allowing, as far as possible, free exchange among class members regarding problems peculiar to the given subject.
A mark is not issued for this course, however, College records will be kept on a student's completion or non-completion based on an attendance of not less than 60%.

Mon. 6 to 9 p.m. St. James Campus
36 hours Fee: $45.00 Materials: $15.00
January 5 to March 23

Paper and Film Assembly (Paste-up) COMP 110X

Course Content: The laying out of boards and Mylar for the assembly of typeset material, both paper and film positives. The course covers a wide variety of projects ranging from simple one colour postcards, to advanced camera-ready artwork, using Amberlith overlays for multicolour work. Ruling techniques are demonstrated.
The student will produce paper and film positives for the assignments using various darkroom techniques — negative stats being produced on a process camera. He/she will be taught the use of the Strip Printer and Compugraphic 7200 headliner machines (Phototypesetters).

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $45.00
January 6 to February 24
March 3 to April 21

Computer Typesetting (Keyboard Operation and Concepts) COMP 200X

Prerequisites: COMP 120X; typing at 25 wpm minimum (50 wpm is advisable if you plan to work in this field).
Course Content: Instructing a computer typesetting device by coding, formatting using macros. The work to be produced by the student ranges from straight text to tabular matter of medium difficulty. This course is an individual learning course enabling more able persons to progress at a greater speed than normal under traditional teaching methods.

Tues. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $45.00
January 6 to February 24

Advanced Computer Typesetting I COMP 300X

Prerequisite: Completion of COMP 200X.
Extensive exercises in various kinds of typesetting. Tabular, run around format writing, conditional control coding, format storage at keyboard, CPU storage and the advantages and disadvantages of each. Editing terminal operation and uses, i.e. global search and change, correction, storage on disc, different coding methods that produce the same result and discussions of possible advantages of each. Outside character grid work including some French language typesetting.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $55.00
January 5 to February 23
March 2 to April 20

Advanced Computer Typesetting II COMP 320X

Prerequisite: COMP 330X, or permission of the instructor.
Mark-up procedures used in the commercial typesetting field. The course will include identification of the most common typefaces. Methods of determining choice of typeface and size within the range of work being considered. A series of progressive assignments will be given which the student will be expected to mark up, copy fit and typeset.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $30.00
March 3 to April 21

Photomechanical Reproduction and Film Imposition

Photomechanical Reproduction CAM 100X

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
A basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives, application of filters and panchromatic film, making photographic contacts and duplicates. Processes film manually and in film processing machines. Theory of photographic lenses, light sources, film emulsions, processing solutions.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
January 20 to March 10
March 24 to May 12

Photomechanical Reproduction CAM 200X

Prerequisite: Completion of CAM 100X or equivalent experience.
Advanced course in half-tone photography using lith and rapid access film and processors. Includes operation, maintenance and control of film processors, use of reflection transmission and per cent dot densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other special effects; the use of exposure computers.
Introduction to colour separation procedures using a colour scanner.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
January 19 to March 9

Introduction to Process Colour Scanner CAM 900

Prerequisite: Employment related to the Graphic Arts Industry.
The course is designed for students who work in the graphic arts industry and who wish to obtain a knowledge of process colour theory, colour separation procedures, colour scanners and page make-up systems. The set-up and operation of a colour separation scanner will be demonstrated and separations produced to illustrate the various functions of the machine. Although the course will be mainly demonstration and discussion, there will be some hands-on experience.

Mon. and Wed. 6 to 9 p.m. St. James Campus
36 hours Fee: $45.00 Material: $25.00
March 23 to April 29

Photomechanical Reproduction — Scanner CAM 330X

Prerequisite: Completion of CAM 200X or equivalent experience.
The course is designed for students with extensive line and halftone process photography experience and introduces colour theory as it applies to process colour printing, colour scanner principles and operation, proofing, evaluation of colour and future trends. Also includes the study of tone reproduction, colour correction, detail enhancement, undercolour removal and various other effects for transmission and reflection copy. The operation and use of film processors and densitometers related to process colour is covered.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
January 20 to March 10

Photomechanical Reproduction — Advanced Scanner CAM 360X

Prerequisite: CAM 330X or equivalent industrial experience.
This course is designed to offer more study of selective colour correction and related special effects and covers an in-depth explanation of colour computer set-up for different process inks, printing ink analysis and the use of GATF colour diagrams. The concepts of digitization and colour page make-up are covered in conjunction with plant visits for electronic page make-up demonstrations. Other topics include gray component removal and dot gain, black and white reproduction, basic maintenance.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
March 24 to May 12

Film Imposition/Printing Surface Preparation PSP 100X

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
A basic course for black and white and line colour and halftone stripping. Job planning and layout of line and half-tone negatives is introduced.
Imposition and the preparation of folded dummies and layout sheets for various types of bookwork is emphasized. Darkroom techniques for making contacts and duplicates and making presensitized offset plates manually and by processors are covered, as are most areas of one and more colour line negative stripping. Computerized make-up may be included, subject to equipment availability.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
January 20 to March 10
March 24 to May 12

Film Imposition/Printing Surface Preparation PSP 200X

Prerequisite: PSP 100X or equivalent experience.
An advanced course in the techniques of black and white, colour and four colour process film stripping. Includes contacting, step and repeat, spreads and chokes and an introduction to the programming and operation of a photocomposing machine. A number of different colour proofing systems will be used.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
January 19 to March 9

Film Imposition/Printing Surface Preparation Colour PSP 300X

Prerequisite: Completion of PSP 200X or equivalent experience.
Course Content: The emphasis at this level is on four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student incorporating the various and repeat methods and machine photo composing.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $75.00
March 23 to May 11

Machine Printing

Machine Printing — Offset LITH 100X

Course Content: A basic course in the fundamentals of offset lithography (using 10" x 15" presses) covering feeding, register, dampening systems, ink control and running of one colour and two colour projects. This course leads to LITH 105X — Machine Printing Offset.

Mon. Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 5, 6, or 8 to April 13, 14 or 16

Machine Printing — Offset LITH 105X

Prerequisite: Successful completion of LITH 100X or permission of instructor.
Course Content: An advanced course in offset lithography using multilith presses covering feeding, dampening systems, colour control, and introduces the operations of the T51 two colour unit for the printing of multi-colour projects. This course leads to LITH 110X.

Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 7 to April 15

Machine Printing — Offset LITH 110X

Prerequisite: Successful completion of LITH 105X or permission of instructor.
Course Content: Offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses. Good housekeeping, safety, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, inking, register systems, paper and ink as related to the pressman. The operation of a single colour press running one and two colour projects. This course leads to LITH 210X or LITH 230X.

Tues. or Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 6 or 7 to April 14 or 15

Machine Printing — Offset LITH 210X

Prerequisite: Successful completion of LITH 110X or permission of instructor.
Course Content: An intermediate course in offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. This course will include one colour and multi-colour projects. Also, introduction of colour control using the densitometer. This course leads to LITH 220X.

Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 8 to April 16

Machine Printing — Offset LITH 220X

Prerequisite: Successful completion of LITH 210X or permission of instructor.
Course Content: An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses covering: fundamentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems and cylinder arrangements. Also included is press familiarization, theory and practical application of two-colour offset printing, and a four-colour process project.

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 6 to April 14

Machine Printing — Web Offset LITH 230X

Prerequisite: Successful completion of LITH 210X or permission of instructor.
Course Content: A basic course in the fundamentals of web offset printing. This course will cover the orientation and operation of the Solna Commercial III web offset press (36" x 22¾" cutoff) which will include the following: plate bending, plate packing, premakeready, web-up, damp-up and ink-up procedures. Pressroom safety and good housekeeping, roll stand tension control, shafting and installing new rolls, folder familiarization, makeready press for one colour two-sided job and tabloid folded segment.

Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 5 to April 13

Machine Printing — Web Offset LITH 330X

Prerequisite: Successful completion of LITH 230X or permission of instructor.
Course Content: An intermediate course in web offset printing using the Solna Commercial III web offset press (36" x 22¾" cutoff). This course will cover a review of LITH 230X and will include the makeready and running of more complex projects. This course will also include make ready and running one colour two-sided with ¼ fold, changeover to two web operation tabloid fold (blank stock), make ready and run double parallel fold and one colour two sides (one web); make ready and run double parallel fold, two colours on two sides (one web).

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 6 to April 14

Machine Printing Rotogravure ROTO 200X

Prerequisite: Preference will be given to candidates with pressroom experience.
Course Content: A basic course in the fundamentals of rotogravure printing covering: safety, housekeeping, lubrication, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, rotogravure inks and their compatible solvents, ink viscosity measurements, doctor blade finishing, position register, substrates, running problems and corrections.

Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 5 to April 13

Machine Printing Rotogravure ROTO 300X

Prerequisite: Completion of ROTO 200X or permission of instructor.
Course Content: An advanced course in rotogravure printing with exercises in multicolour and four colour process pirnting, colour mixing, ink formulation for process printing and theory of electronic register control.

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 6 to April 14

Binding and Finishing BIND 125A-B BIND 126A-B BIND 225A-B BIND 226A BIND 325A-B

Prerequisite: Elementary mathematics.
A course includes the use of a selection of the equipment listed below with the aim of giving the student a thorough understanding of it. Because each major machine requires nearly 60 hours of instruction, the course certificates are subdivided into the above categories. Skills and machines are taught as supplements to each category. BIND 125A-B, 225A-B, 325A-B are courses in large and small machines. BIND 126A-B, 226A are courses in small machines only and tablework.
Programmable Guillotines Polar Gergek
Computerized cutter control (on Polar 45¼" and Seybold 42")
Baum Folder — Pile Feed (17½" x 22½" and 20" x 26")
Baum Folder — Continuous Feed (26" x 40")
Stahl Folder — Buckle/Knife — Pile Feed (20½" x 31½")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Brehmer Stitcher
Müller Gathering Machine — Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cerlox — Table Top Combo
Book Back Stripper — Table Top
Schaefer Gluer — Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames

Mon. 6 to 10 p.m.; Tues. 6 to 10 p.m.;
Wed. 9 a.m. to 1 p.m., 6 p.m. to 10 p.m.;
Thurs. 6 to 10 p.m.; Sat. 8 a.m. to noon.
St. James Campus
60 hours Fee: $75.00
January 5 to April 20

***For more information* or to register for bindery courses, please call the Bindery Department at 967-1212, ext. 3256.**

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Hand Bind and General Repair BIND 902A

This course covers instruction in basic manual bookbinding, and includes adhesive binding and sewn hard-cover binding, and leads to general repair of a variety of bindings.
Students are required to purchase folding bones, scissors, one 30mm paint brush for gluing. Any special covering, such as leather, must be purchased by the student. All other materials will be supplied.

Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00
January 5, 6 or 8 to April 13, 14 or 16

Hand Bind and General Repair BIND 902B

This course is a continuation of BIND902A covering instruction for increasingly difficult repair jobs as well as additional practice to increase speed and proficiency at general repair of a variety of bindings.

Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00
January 5, 6 or 8 to April 13, 14 or 16

***For more information* or to register for bindery courses, please call the Bindery Department at 967-1212, ext. 3256.**

Post Diploma Nursing Certificates

RN Critical Care Nursing

NU 400

Nightingale Campus
Prerequisite: Current Certificate of Competence, College of Nurses of Ontario or, if, from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer Certificate, Canadian Heart Foundation; attendance at an Information/Selection session.
The goal of this program is to prepare registered nurses to give competent care to critically ill individuals and their families.
The program is organized in two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and focus upon the unstable, critically ill individual suffering from complex, multisystem problems. Students will normally complete Phase I in two semesters and then return for Phase II the following academic year. Students who have been working in an I.C.U. setting for at least one year, are eligible to apply for exemption from Phase II Clinical (CCN 404).
Theory includes:
- advanced anatomy and physiology of the vital systems (i.e.) cardiovascular, respiratory, renal, nervous and endocrine
- pathology of selected diseases including medical assessment and management
- nurse's role re selected assessment and supportive measures (e.g.) electrocardiogram, hemodynamic monitoring, venipuncture, intracranial pressure monitoring, ventilators
- systematic nursing assessment of all body systems
- use of nursing process in the critical care setting
- relevent medical-moral issues
- legal aspects of critical care nursing
- ways to promote communication and group process and prevent stress and burn-out

Clinical practice is arranged in one of the downtown Toronto hospitals.

Exemptions may be granted for parts of the program, based on study at another educational institution and/or related work experience. A fee of $10 is charged for evaluating clinical equivalencies and granting course exemptions.

This program is also offered full-time in September and February.

***For more information* and interview dates, please call Nazlin Allidina at 967-1212, ext. 4231.**

Phase I
Fall/Winter Schedule

Theory (Nightingale Campus)
Wednesdays, 8 a.m. to 3 p.m.
Fall 1987

Clinical (Hospital to be posted)
Monday - Friday, 7:30 a.m. to 3:30 p.m.
January 5 to 9

Winter/Spring

Theory (Nightingale Campus)
Wednesdays, 8 a.m. to 3 p.m.
January 14 to March 18 (classes)
March 4, 11, 25, April 1 (classes)

Clinical (Hospital to be posted)
Monday - Friday, 7:30 a.m. to 3:30 p.m.
February 23 to 27 (1 week clinical)
March 16 to 20 (1 week clinical)

NOTE: PHASE I courses are taught as an integrated unit and students are therefore asked to *register for all four courses* at the same time.

Phase I courses include:

Critical Care Nursing: Theory & Labs — General — CCN 400

Co-requisites: CCN 401, HUMN 402, CCN 402
This course provides core nursing theory and skills essential to the registered nurse caring for a critically ill patient. Content involving core concepts of stress, biodynamics and the nursing process focuses on a holistic approach emphasizing interventions and their effects on related systems.

Wed. Nightingale Campus
50 hours Fee: $62.50

Critical Care Nursing: Pathotherapeutics — CCN 401

Co-requisites: CCN 400, HUMN 402, CCN 402
Relevant anatomy, physiology, pathophysiology, assessment, diagnostic and therapeutic modalities are presented. Content is based upon the core concepts of biodynamics, stress, adaptation and deviations in relation to the vital systems.

Wed. Nightingale Campus
45 hours Fee: $56.25

Nursing Issues & Values — HUMN 402

Co-requisites: CCN 400, CCN 401, CCN 402
The group process portion of this course focuses on understanding human behaviour. It explores and analyzes communication techniques and emphasizes listening skills, non-verbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting. In the value system portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth. Content includes the study of value systems, relevant law and the issue of truth, confidentiality and consent.

Wed. Nightingale Campus
20 hours Fee: $25.00

Critical Care Nursing: Practicum — General — CCN 402

Co-requisites: CCN 400, CCN 401, HUMN 402
This course provides for the clinical application of theory and skills obtained in Critical Care Nursing: Theory & Labs. Supervised care is given to selected patients whose condition is relatively stable.

Monday to Friday Hospital as posted
105 hours Fee: $131.25

Phase II Theory and Practicum are offered as an integrated unit and students are asked to register for *both* courses at the same time.

Phase II
Critical Care Nursing: Theory-Advanced — CCN 403

Phase II begins with a review of basic critical care nursing. It moves on to focus upon the development of knowledge and skills necessary for the registered nurse to care for the unstable critically ill patient with multisystem problems in a sophisticated critical care setting. Core concepts remain the same, but are explored in greater depth. Content is presented in a case study format — situations in which complicated, multisystem, interrelated patient problems are analyzed. Relevant pathophysiology, assessment, medical and nursing interventions are studied.
Opportunity is provided to consider principles of leadership and to develop teaching skills. Related nursing skills are obtained through practice in the clinical laboratory. Time is provided for goal-directed, independent study.

Fridays 8 a.m. to 3:30 p.m.
Nightingale Campus
100 hours Fee: $125.00

Critical Care Nursing: Practicum-Advanced — CCN 404

Enrolment is limited to 10; please register early.
Prerequisites: Successful completion of all Phase I courses and of CCN 403.
This course provides for the clinical application of theory and skill obtained in Critical Care Nursing: Theory — Advanced. Care is given to patients who are critically ill with complex multisystem problems and who require sophisticated assessment and supportive tools.

Mon. to Fri. Hospital as posted
105 hours Fee: $131.25

Phase II Schedule:

January 9 to February 27 (Theory)
March 2 to 6 (1 week clinical placement)
March 13 to May 1 (Theory)
May 4 to 15 (2 week clinical placement)

RN Perinatal Intensive Care Nursing

NU405

Prerequisites: Current Certificate of Competence, College of Nurses of Ontario, or if from out of province, eligibility for registration in Ontario; current nursing experience in the area of perinatology (ie. obstetrics, nursery, N.I.C.U.), Basic Rescuer Certificate, Canadian Heart Foundation.
This program prepares the registered nurse to provide comprehensive care to critically ill newborns in an intensive care setting and to their families.
Theory includes:
- current concepts of perinatal nursing and high risk pregnancy
- neonatal physiology, including indepth embryology
- problems of the premature and low birth weight infant and the follow up care provided
- care required prior to and during transportation of the newborn
- intervention available to critically ill infants with specific neonatal problems (genetic, congenital, respiratory)
- emotional care to the family of the high risk newborn and to the health care provider

Practicum includes:
- participant observation in high risk labour and delivery and antepartum units
- total care of the critically ill newborn including assisted ventilatory care
- use of advanced monitoring and diagnostic equipment
- operating room observation with pre- and post-op care
- blood sampling and intravenous insertion experience
- participation with the transport team
- laboratory and x-ray interpretation
- care of the family of the critically ill infant

Clinical practice with critically ill neonates is given in the Neonatal Intensive Care Unit at The Hospital for Sick Children.
A certificate is awarded for successful completion of all six courses of the program (ie. NURS 938, NEO 412, NEO 413, NEO 414, NEO 415, NEO 416).
The program is also offered full-time starting in September and February. For more information and interview dates call Heather Urquhart at 967-1212, ext. 4236.

Introduction to Perinatal Nursing — NURS 938

Course Content: This course provides the registered nurse with knowledge and understanding of perinatology and the role of the nurse in this field. Content covers: analysis of the concept of family-centered care; stresses which affect the childbearing family and their caretakers; identification and assessment of the psychosocial and physiological risk factors; clarification of personal values, and ethics of perinatal care.

Thurs. 9 a.m. to 4 p.m. Nightingale Campus
55 hours Fee: $68.75
Starts Fall '87

Neonatal Intensive Care Nursing I: Theory & Labs NEO 412

Prerequisite: NURS 938 — Introduction to Perinatal Nursing.
Course Content: This course deals with the nursing management of the normal and stable critically ill newborn and his/her family. It covers physical and psychosocial needs of the premature and low birth weight neonate; conditions which may adversely affect the newborn and appropriate nursing prevention/intervention. Skills in assessment of the newborn and supporting the premature or low birth weight newborn are developed.

Thurs. 9 a.m. to 4 p.m. Nightingale Campus
65 hours Fee: $81.25
Starts Fall '87

Neonatal Intensive Care Nursing I: Practicum NEO 413

Prerequisite: NURS 938 — Introduction to Perinatal Nursing; NEO 412 — Neonatal Intensive Care Nursing I: Theory & Labs.
Course Content: This course provides experience in the neonatal intensive care setting permitting the student to work with the normal and stable critically ill infant and his family and to demonstrate comprehensive nursing care. Skills which are mastered in this experience include: the physical assessment of the newborn, interpretation of commonly utilized laboratory values and maternal-fetal history-taking.

Mon. to Fri. Hospital as posted
60 hours Fee: $75.00
February 9 to 20

Neonatal Intensive Care Nursing II: Theory & Labs NEO 414

Prerequisites: Successful completion of NURS 938, NEO 412, NEO 413 or credit for same. Based on pathotherapeutics and medical management of the unstable, critically ill newborn, this course covers the comprehensive nursing care of the newborn and his/her family including follow-up care after hospitalization. An important section of the course is the development of advanced skills in assessment and nursing care.

Thurs. 9 a.m. to 1 p.m. Nightingale Campus
70 hours Fee: $87.50
February 26 to June 11

Neonatal Intensive Care Nursing II: Pathotherapeutics NEO 416

Prerequisites: Successful completion of NURS 938, NEO 412, NEO 413 or credit for same. This course deals with the pathology, medical diagnosis and management of major health deviations of the unstable, critically ill neonate from a systems approach.
Transport of the ill neonate and implications for care are included.

Thurs. 1:30 to 4 p.m. Nightingale Campus
40 hours Fee: $50.00
February 26 to June 11

Neonatal Intensive Care Nursing II: Practicum NEO 415

Prerequisites: Successful completion of NURS 938, NEO 412, NEO 413, NEO 414, NEO 416 or credit for same.
Course Content: This course provides a concentrated experience in the neonatal intensive care units so that the registered nurse is able to master the necessary advanced skills and give safe, competent care to the unstable, critically ill neonate and his/her family.

Mon. to Fri. 8 hours daily Hospital as posted
160 hours Fee: $200.00
June 15 to July 10

Neonatal Resuscitation NEO 900

This course is designed to update skills and knowledge in the principles and procedures of neonatal resuscitation. Course content reviews such things as at-risk pregnancies; fetal circulation; and, transition to extra-uterine life. It identifies appropriate neonatal resuscitation equipment and provides an opportunity to practice infant resuscitation skills.

Mon. & Tues. 8:00 a.m. to 4:30 p.m.
Nightingale Campus
15 hours Fee: $18.75 Material Fee: $5.00
December 15 and 16 March 2 and 3 June 5 and 6

Reproductive Care

Certificate in Maternal-Fetal Management

This series of courses provides Registered Nurses with comprehensive knowledge in maternal-fetal management.
The courses are divided into Parts 1 and 2. Part 1 develops a theoretical framework and Part 2 provides the opportunity to practice clinical skills. Applicants may choose to complete both Parts 1 and 2, or simply Part 1. A Certificate is awarded upon successful completion of both parts.

PART I Nursing Practice: Contemporary Issues PER 100 X

Prerequisite: Registered Nurse.
This Introduction to Reproductive Care Nursing begins by providing the R.N. with an overview of theory-based nursing and an introduction to Ontario's regionalized system of reproductive health care. It looks at such issues as fertility management, principles of therapeutic communication, ethical issues in perinatology, the occupational hazards of perinatal nursing, the uses of computers in perinatal nursing and the development of speciality roles.

Wed. 9 a.m. to 4 p.m. Nightingale Campus
30 hours Fee: $37.50
January 14 to February 11

Nursing Practices: Preconception & Interconception PER 101X

Prerequisite: Nursing Practice: Contemporary Issues.
This course is part of a series on Reproductive Care Nursing. It provides the R.N. with an understanding of the preconception and interconception phases of a woman's reproductive cycle. Course content covers anatomical and physiological process of the female reproductive system, preconception planning, sexually transmitted diseases, menstrual disorders, infertility, adolescent issues, breast self-examination, and current approaches and philosophies of prenatal education.

Wed. 9 a.m. to 4 p.m. Nightingale Campus
30 hours Fee: $37.50
February 18 to March 18

Ante Partum Assessment and Management PER 102X

Prerequisites: Nursing Practice: Contemporary Issues, Nursing Practice: Preconception & Interconnection.
This course is a continuing part of a series on Reproductive Care Nursing. It provides the R.N. with an advanced understanding of the ante partum period and the skills necessary for assessing the pregnant woman. Course content focusses on childbirth choices, current maternal risk assessment tools, embryology, genetic counselling, ante partum risk factors, abortion, preterm labour, and prenatal education.

Wed. 9:00 a.m. to 4 p.m.
(And observation times to be arranged)
Nightingale Campus

120 hours Fee: $150.00
March 25 to May 27 (plus dates T.B.A.)

Part 2 — Fall '87

Future courses will address such issues as:

- Current issues on VBAC and ultrasound
- Maternal risk assessment tools
- Physical assessment and management
- Current theories on pain
- Infant assessment
- High Risk transport

RN Operating Room Nurse NU 401

Prerequisites: As for R.N. Critical Care Nursing.
The goal of this program is to prepare registered nurses to function competently as team members in an operating room.
The program is organized in three sections or phases. Phase I consists of six weeks of theory including:
- Relevant anatomy and physiology
- Principles of asepsis
- Duties of scrub and circulating nurses
- Intensive study of surgical interventions, their indication(s) and complication(s)

Phase II is a ten-week practicum. During this time, the student rotates through several services, (i.e.) General Surgery, Gynecology, Urology, E.N.T., Orthopaedics, Plastics, Ophthalmology and has observational experiences in Neurosurgery and Cardiovascular surgery.
Clinical practice is arranged in one of the downtown Toronto hospitals.
Phase III is three weeks in length. The focus is management of organizational behaviour to prepare nurses to function as first level supervisors. The content includes management theory based on a behavioural human-relations framework, an exploration of research methodology and a study of teaching-learning principles and their application.
A certificate is awarded for successful completion of all four courses (i.e. — ORN 400, ORN 401, ORN 402, HUMN 402).
Prerequisites: See R.N. Critical Care Nursing.
This program is normally offered full-time in September and February. It may be offered part-time, based on demand. For more information please call Virginia Pollock at 967-1212, ext. 4231.

Operating Room Nursing: Theory and Labs ORN 404

This course provides a study of the principles and practices of aseptic technique and surgical techniques essential for the nurse to function as a member of a surgical team.
Relevant anatomy, physiology and pathophysiology are presented. Basic aseptic technique skills are practiced in the clinical laboratory.

Fall '87

Operating Room Nursing: Practicum ORN 401

This course provides clinical application of the aseptic and surgical techniques learned in Operating Room Nursing: Theory & Labs. It consists of hands-ons practice and observational experiences during planned rotations in the various surgical specialties.

PART I
Mon. to Fri. Hospital as Posted
150 hours Fee: $187.50
Winter '87

RN Rehabilitation Nursing

This two-part program is designed to provide the R.N. with basic skills and knowledge related to individuals who are physically disabled and/or who have long-term health care needs.
Prerequisites: Current Certificate of Competence, College of Nurses of Ontario. One year of nursing experience.

Rehabilitation Nursing: Theory REHN 401

This course provides basic theoretical knowledge for the registered nurse to work with individuals who are physically disabled and/or who have long-term health care needs.
Content includes development of a personal philosophy of rehabilitation and the identification and application of principles of adult learning and change theory. The nursing process forms a framework for the assessment of common physical and psychosocial needs of the long-term patient. The application of principles of rehabilitation nursing in areas such as neurology, long-term illness, orthopedics and ophthalmology is stressed.

Wed. 6 to 9 p.m. Nightingale Campus
60 hours Fee: $75.00
January 7 to May 20

Rehabilitation Nursing: Practicum REHN 400

This course gives the registered nurse an opportunity to apply theory as a participant-observer in clinical settings with individuals who are physically disabled and/or have long-term health care needs.

Mon. to Fri. Hospital as posted
60 hours Fee: $75.00
Spring '87

Critical & Emergency Care Nursing NURS 947

Prerequisite: R.N. with current C.P.R. Students should independently review anatomy and physiology.
Course content will focus on the skills and knowledge necessary to give effective care when the physical condition of the patient with pre-existing pathology destabilizes. Students will be able to:
- assess the function of all body systems;
- analyze relevant laboratory data;
- anticipate potential complications of patients with multi-system problems;
- discuss selected clinical problems, diagnotic tools and management modalities.

Thurs. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $45.00
January 22 to April 9

RN Occupational Health Nursing

The Collaborative Community College Program for Occupational Health Nurses NU 408

This academic year, George Brown College is scheduled to offer one of the ten courses in this program.
Prerequisite: Current Ontario Certificate of Competence; one year accumulated experience in nursing within the last 5 years. Preference given to nurses currently employed in Occupational Health Nursing. For more information call Jackie Salmona at 967-1212, ext. 4229.

Occupational Hygiene Health Surveillance NURS 917

The focus of this course is an evaluation of environmental factors or stresses in the workplace as they relate to the control of work injuries and/or impaired health. These include hazards such as chemicals and physical agents, biological materials, radiation and extremes of pressure, temperature and humidity. Incorporated into the content is health surveillance practices for employees working at risk. Emphasis is on health control measures, the physiological and psychological effects of exposure, and recommended health and safety practices.

Wed. 6 to 9 p.m. Nightingale Campus
45 hours Fee: $56.25 Material Fee: $5.00
January 14 to April 22

Added Skills

R.N. Nursing Skills in Footcare — NURS 949

Prerequisite: Current Certificate of competence as an R.N. in Ontario or proof of eligibility for registration.
The purpose of this course is to provide R.N.s with nursing skills in footcare. The course is divided into basic and added skills and is taught by a team comprised of an R.N. and a Chiropodist. Content reflects the College of Nurses of Ontario guidelines detailed in "The Role of the Registered Nurse and Registered Nursing Assistant in Footcare" in March, 1985 and uses the nursing process — i.e. assessing, planning, implementing and evaluating — as its framework.

Thurs. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
February 19 to April 23

Cardiac Monitoring

Understanding the Electrocardiogram — NURS 921

Prerequisite: Basic course in anatomy and physiology.
Course Content: The electrocardiogram is an essential assessment tool in the management of arrhythmias.
This 16-hour introductory course is designed to provide a basic introduction to the systematic analysis of single lead cardiac monitor strips. Emphasis is placed upon recognition of normal sinus rhythm strips and of dysrhythmias arising from the atria, the atrioventricular node and the ventricles. The course format provides opportunities for student participation in discussion and practice sessions.

Tues. 6 to 9:15 p.m. Nightingale Campus
16 hours Fee: $20.00
January 13 to February 10

12-Lead ECG: Analysis & Interpretation — NURS 933

Prerequisites: Registered nurse; recent basic course in arrhythmias and/or recent experience working with cardiac monitors.
This is an advanced course in electrocardiogram analysis and interpretation. The course is designed to provide the learner with knowledge of the heart and its electrical activity and with the skills necessary for analysis and interpretation of normal and selected abnormal 12-lead electrocardiograms (ECG). Topics include myocardial ischemia and infarction, ventricular hypertrophy and atrial enlargement, pericarditis, pericardial effusion, intraventricular conduction defects, aberrancy, myocardial aneurysm, electrolyte abnormalities and drugs. The course includes practical work, periodic quizzes and a final exam.

Tues. 6 to 9:15 p.m. Nightingale Campus
24 hours Fee: $30.00
February 17 to April 7

Physical Assessment Series

Pediatric Assessment — NURS 946

Prerequisite: Registered Nurse.
This course, developed in co-operation with the Hospital for Sick Children, will provide nurses with the opportunity to develop basic skills in the physical assessment of children from birth through adolescence. Course content will focus on recognition of the range of normal findings and will be comprised of lectures, demonstrations and practice sessions.

Tues. 5 to 8 p.m. Classes at Hospital for Sick Children — Register at Nightingale Campus
36 hours Fee: $45.00
Spring 1987

Physical Assessment — NURS 931

Prerequisite: Current Certificate of Competence, College of Nurses of Ontario.
This course is designed to assist the Registered Nurse to develop basic skills in the physical assessment of adults. It includes a review of history-taking and recording, uses a systems approach to physical examination and a problem-solving approach to patient care. Emphasis will be placed on recognition of the range of normal findings with some discussion of common abnormalities. Lectures will be augmented by demonstration of techniques and each class includes a practice session in which every student is expected to participate. In depth review of relevant anatomy and physiology will be the students' responsiblity.

Tues. 6:30 to 9:30 p.m. St. James Campus
(Register at Nightingale Campus)
36 hours Fee: $45.00
January 13 to March 31
April 7 to June 23

Pharmacology for Registered Nurses — PHAR 900

The purpose of this course is to assist registered nurses to update knowledge in pharmacology. Content includes a review of the basics of pharmacology; sources of information about drugs; drug classification into groups; study of groups according to effect/action, uses, side and toxic effects, and implications for administration. Content is presented through lectures, discussion and individual study.

Mon. 5:30 to 8:30 p.m. Nightingale Campus
45 hours Fee: $56.25
January 12 to April 20

R.N. Examination Review — NURS 927

The aim of this course is to assist graduate nurses to prepare to write nurse registration examinations in Ontario. Content of the course consists of: a review of the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing — presented in seminar format; guidelines re how to write multiple choice examinations and practice writing comprehensive examinations similar to provincial registration examinations.

Mon. and Thurs. 6 to 9 p.m.
Nightingale Campus
54 hours Fee: $67.50
April 2 to June 1

Refresher/Upgrading Nursing Program — NU 410

This full-time program is designed to meet the needs of nurses either to refresh before returning to active practice or to upgrade prior to writing Ontario nurse registration examinations.
The basic program consists of a 13-week core made up of Review of Basics and Medical-Surgical Nursing. Electives include:
- Psychiatric Nursing
- Maternity Nursing
- Pediatric Nursing

Core programs start December 8 and March 31.

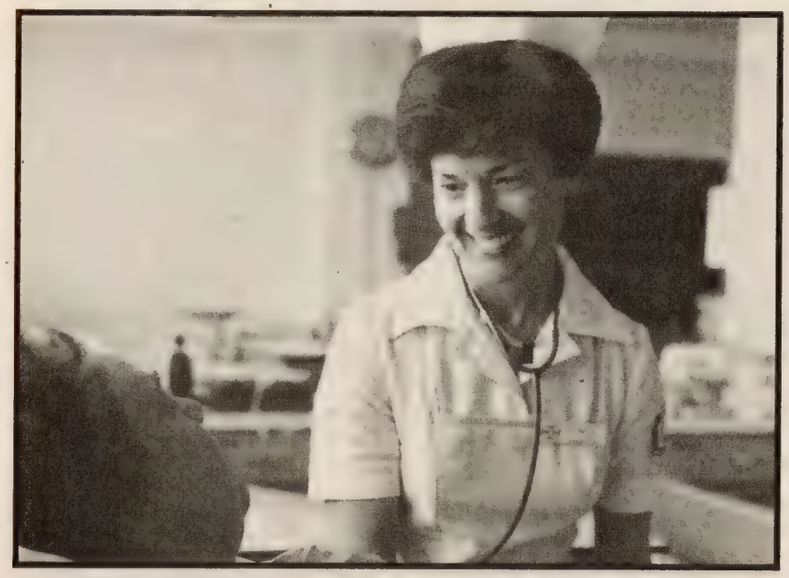
For more information, please call Jackie Salmona at 967-1212, ext. 4229.

Registered Nursing Assistants

R.N.A. Nursing Skills in Footcare — NURS 950

Prerequisite: Current Certificate of competence as an R.N.A. in Ontario or proof of eligibility for registration.
The purpose of this course is to provide R.N.A.s with basic and added nursing skills in footcare. The course covers the normal foot, common foot problems, setting appropriate footcare goals and providing care within the scope of practice of R.N.A.s.
The course is designed to meet the College of Nurses of Ontario requirements for R.N.A. skills in footcare.

Tues. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
February 17 to April 21



R.N.A. Rehabilitation Nursing — NURS 937

The focus of this course is understanding the needs of the individual who is physically disabled or has long-term health problems and the implications for the Registered Nursing Assistant. The content covers:
- development of a personal philosophy of rehabilitation
- principles of learning and teaching
- theory of change and its impact on the patient and the worker
- the application of the nursing process in rehabilitation
- management of patients with specific problems
- the role of the Registered Nursing Assistant in rehabilitation

Tues. 5:30 to 8:30 p.m. Nightingale Campus
45 hours Fee: $56.25
January 13 to April 21

R.N.A. Administration of Medications — NURS 404

This course is designed to enable registered nursing assistants to meet the minimum competencies in the administration of medications outlined in the Standards of Nursing Practice for Registered Nurses and Registered Nursing Assistants, April 1983. Theory content includes: control, types and uses of medication; actions and effects of medications; drug classification; preparation and methods of administration; reporting, recording and transcribing a physician's written order for medications. The learner is able to apply knowledge and gain clinical competence through self-study and practice using independent learning packages, mastery testing and by participant observer experience in a clinical setting.

Wed. 5:30 to 9 p.m. Nightingale Campus
52 hours Fee: $65.00
January 14 to April 22

R.N.A. Surgical Aseptic Procedures — NURS 945

Prerequisite: Current Registered Nursing Assistant, Certificate of Competence (Ontario) or proof of eligibility
This course is designed to enable Registered Nursing Assistants who have a variety of nursing experiences to meet the minimum competencies in surgical asepsis, outlined in the April 1983 Standards of Nursing Practice for Registered Nurses and Registered Nursing Assistants. The 20 hours of theory include a study of basic elements of microbiology, body defense mechanisms, principles of surgical asepsis and their application, patient teaching and appropriate reporting and recording. The 16 hours in simulated practice enable the learner to apply knowledge and gain competence in carrying out surgical aseptic procedures and related activities. Independent learning packages will be used to facilitate mastery of psychomotor skills.

Thurs. 5:30 to 8:30 p.m. Nightingale Campus
36 hours Fee: $45.00
January 15 to April 2

Cardiopulmonary Resuscitation

Cardiopulmonary Resuscitation — Basic Rescuer — CPR 902

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course include learning the concepts of basic life support measures in emergency cardiac care and accurately performing the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary and/or cardiac distress. The course follows the guidelines set by the Canadian Heart Foundation. A certificate issued by the Heart Foundation is given upon successful completion of the course. Certification is valid for one year only. This course involves close physical contact with fellow students.
NOTE: Please register at least one week prior to the start of the course.

Tues. and Thurs. 5:30 to 9:30 p.m.
Casa Loma Campus
12 hours Fee: $15.00 Materials: $7.00
January 6 to January 13
January 20 to January 27
February 3 to February 10
February 17 to February 24
March 3 to March 10
March 17 to March 24
March 31 to April 7
April 14 to April 21
April 28 to May 5
May 12 to May 19
May 26 to June 2
June 9 to June 16
June 23 to June 30

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Cardiopulmonary Resuscitation — Basic Rescuer Recertification CPR 903

Certification is valid for one year only.
This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification. This course involves close physical contact with fellow students.
NOTE: Please register at least one week prior to the start date of the course.

Mon. and Wed. 5 to 10 p.m. Casa Loma Campus
10 hours Fee: $12.50 Materials: $7.00
January 5 to 7
February 2 to 4
March 2 to 4
April 6 to 9
May 4 to 7
June 1 to 3

Neonatal Resuscitation

For course description, see page 64.

Family Practice Nursing

Family Practice Nursing NURS 948

This course is designed to broaden the knowledge of Registered Nurses working in family practice settings. The first half of the course is comprised of a series of classes covering such topics as: interviewing; history-taking; telephone assessment skills; drugs commonly used in family practice; nutrition update; and basic diagnostic imaging procedures.
The second half of the course addresses the theory and process of health education and includes seminars on topics related to health maintenance.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $30.00
Spring 1987

First Aid

First Aid HEAL 102X

This course provides students with skills and knowledge in standard procedures. It is designed to meet guidelines outlined by the Canadian Red Cross Society.

Tues. 5:15 to 9 p.m. Nightingale Campus
15 hours Fee: $18.75 Materials: $10.00
January 8 to January 29
February 5 to February 26
March 5 to March 26
April 2 to April 23
April 30 to May 21

Dental Assisting Certificate

This program is offered jointly by the Health Science Division, Continuing Education Departments of George Brown and Seneca Colleges. It is designed to enable a **working** Dental Assistant to complete the required courses leading to a certificate in Dental Assisting in a three year period. Every course will be offered over the 3 year period. Students should undertake only some of the subjects offered in any year with the objective of completing the program in a maximum of five years.
Applicants should have an Ontario Secondary School Graduation Diploma with credits in biology and chemistry in Grade 11 or 12, or equivalent, and typing at 30 w.p.m.
A more detailed description and an application form are available from Evon Song at 967-1212, ext. 4226.
Applications should be received before August 15 and should include a letter from an employer-dentist. Incomplete applications will not be processed.
The following courses must be completed in order to obtain the certificate.
Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-Clinical Techniques PCT 101X
Dental Materials DENT 106X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-Facial Anatomy ANAT 102X
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X
Dental assisting students who are eligible to graduate in the current academic year must apply in writing including proof of eligibility.
"Application for Graduation" forms are available from the Casa Loma Admissions Office, 967-1212, ext. 2442.

Courses for Winter/ Spring 1987 include:

Dental Materials DENT 106X

Prerequisite: Oro-Facial Anatomy.
The lectures are designed to develop an understanding of these properties and to relate them to the use of dental materials. The laboratory course allows the student to manipulate materials commonly used in general and specialty practices of dentistry.

Mon. 6:30 to 9:30 p.m. (plus 5 Sat.)
Casa Loma Campus
96 hours Fee: $120.00
January 5 to June 1

Introductory Psychology PSY 171

This course provides an introduction to psychological theory and patient management for dental auxiliaries.
Psychological theory — historical background; methods used to study behaviour; biological bases of behaviour; learning; motivation and emotion; perception; development, language and thought; altered states of consciousness; introduction to social psychology; personality; abnormal psychology. Patient management — communication; role behaviour; first impressions; interviewing response and evaluation education, motivation and persuasion; building a good dental health team; conflict management and problem solving.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $56.25
January 22 to April 30

Courses offered in the 1987-88 academic year will include:
Introductory Psychology PSY 171
Language and Communications ENG 193
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X

Continuing Education for Denture Therapists

Full Denture Construction for the Edentulous Patient DENT 941

Prerequisite: Clinical background in full denture construction.
This course demonstrates the steps required to construct full upper and full lower dentures for the edentulous patient. The instructor demonstrates the clinical procedure on a patient and covers the following steps: diagnosis, treatment plan and prognosis; preliminary impressions; border molding custom trays; final impressions; bite registration and face bow transfer; try in; clinical remount and insertion. The laboratory procedure covers the following steps: pouring preliminary impressions; construction of custom trays; construction of occlusal rims; articulation; set-up; laboratory remount; flasking; boil-out; packing; selective grinding and polishing. Students participate in the laboratory component by doing a complete denture set-up from duplicate preliminary and final impressions.
Students are expected to bring laboratory tools, an articulator and a set of teeth for setting-up.

Sat. 8 a.m. to 5 p.m. Casa Loma Campus
36 hours Fee: $45.00
April 4, 11, 18 and 25

Complete Denture Construction: Basic DENT 935

Prerequisite: Currently working in a dental laboratory.
This course demonstrates the laboratory steps required to construct full upper and full lower dentures to the wax-up stage. The following steps are covered: pouring preliminary impressions; construction of custom trays; bead, box and pouring final impressions; construction of occlusal rims; articulation and wax-up using rational (0 degree) teeth. The students are expected to bring laboratory hand tools, bunsen burners, alcohol torches, acrylic grinding stones or burs, an adjustable articulator and a set of 0 degree teeth.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
36 hours Fee: $45.00
Fall '87

Complete Denture Construction: Advanced DENT 936

Prerequisite: Complete Denture Construction: Basic
This course demonstrates anterior aesthetic set-ups, arrangement of 20 degree and 30 degree posterior teeth and the final laboratory steps required in denture construction: flasking, packing and processing; boil-out; selective grinding; polishing and laboratory remount.
The students are expected to bring laboratory hand tools, bunsen burners, alcohol torches, acrylic grinding stones or burs, an adjustable articulator, 20 degree and 30 degree teeth, flasks and a compress.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
36 hours Fee: $45.00
January 7 to May 25

Dental Technology

Roundhouse DENT 906

This course is designed specifically for those attempting the Provincial Registration Examinations. Preference will be given to students who show proof of acceptance as candidates for the Registered Dental Technicians Examinations (Letter or Receipt). Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and orthodontics. Participants must be working dental technicians, and should have experience in all areas previously mentioned.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00
January 5 to May 25

Physiology of Occlusion — Introduction to Complete Dentures DENT 926

Prerequisite: DENT 925 — Dental Anatomy — Introduction to Terminology and Tooth Morphology.
To provide the student with the basic principles of gnathology and the stomatognathic system.
Course content: Includes various types of articulators, their function and limitations; the facebow and other accessories; the physical factors of determants of occlusion, both static and dynamic; the synergism of the components of the masticatory process. Also included will be basic knowledge of handling impressions, production of gypsum and stone casts, custom trays, baseplates and occlusal rims, articulator mounting, setting up of teeth into occlusion and waxing for finishing.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $56.25
January 7 to April 15

Introduction to Crown & Bridge DENT 923

Prerequisite: DENT 922 — Dental Materials or equivalent.
To introduce the student to the field of fixed prosthodontics.
This course covers the fundamentals of dental anatomy; an introduction to the physiology of occlusion and the fabrication of models and dies all as relation to Crown and Bridge work. The course's major focus is on wax-up procedures for the fabrication of crowns and bridges.

Mon. to Fri. 9 a.m. to 5 p.m. Casa Loma Campus
60 hours Fee: $75.00
Spring 1987

Dental Technology Workshops

Introduction to Basic Design Principles in Orthodontics DENT 928

Prerequisite: Working dental technicians.
Course Content: Includes an overview of the use of Hawley retainer's, universal and single coil rings; band spacers; and expansion screw retainers.
This basic course is designed to acquaint students with techniques of manipulating and soldering various guages of wire as well as the fabrication of band spacers.

Fri. 6 p.m. to 10 p.m. or Sat. 9 a.m. to 5 p.m.
Casa Loma Campus
12 hours Fee: $129.00
February 6 and 7

Precision Attachments DENT 917

This course is designed to give an overall understanding of the function and work flow of different precision attachments, with emphasis on the crown & bridge phase. Participants should presently work in the crown and bridge department or have done so in the past.

Fri. 6 to 10 p.m. and Sat. 9 a.m. to 5 p.m.
Casa Loma Campus
12 hours Fee: $129.00
April 17 and 18

Continuing Education for Dental Assistants and Hygienists

Dental Radiography: Theory and Technique DENT 933

Prerequisite: Working in a dental office and basic understanding of oral facial anatomy and X-ray physics and H.A.R.P. Certified.
This theory and practice course is designed to review the principles and application of dental radiography. The first part of the course will focus on radiation safety measures and the second part will concentrate on skill development in short cone bisecting and long cone paralleling techniques.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $56.25
January 15 to April 23

Parallel Technique in Dental Radiography DENT 921

Prerequisite: Certified Dental Assistant or Registered Dental Hygienist and completion of a recognized course in radiation safety.
Course Content: This course provides the student with a review of the terminology in dental radiography; a review of patient protection from exposure to radiation; an explanation of the advantages and disadvantages of the "parallel technique" of taking radiographs. The course also offers instruction in, and classroom time to produce an acceptable full-mouth radiographic survey including processing and mounting of the x-rays. This course counts for 10 points toward certification renewal with the O.D.N. and A.A.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $86.00
April 30 to May 21

Post Secondary Credit Courses for the Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000. The critical consideration in the development of the industry will be the availability of an adequate and well trained supply of personnel.
The following courses (each complete in itself) expose future leaders of this industry to various segments of management. Successful completion of 6 of the following 9 courses qualifies the student for a George Brown Certificate in Hospitality Management studies. These courses are identical to those in the full-time day diploma in Hotel, or Food and Beverage Management, or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 4337.

A TEXTBOOK IS REQUIRED IN MOST COURSES.

How to Start a Restaurant SBM 900

Course Content: This course is intended to brief the student on the many areas of concern when planning and/or operating a new food service facility. The areas explored are: developing the concept, defining the marketing strategy, menu planning, business organization and human resources, food facility layout and design, financial planning, controlling the cost of food, beverage and labour. This introductory course provides the student with the insight into the more specific management courses offered in this series.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $20.00 (includes price of text.)
January 22 to March 27

Hospitality Accounting ACC 207X

Course Content: To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session: Accounting: The Language of Business; Special Journals, The Worksheet; Financial Statement Analysis; Ratio Analysis; Break Even Analysis; Budgeting; Cash Management; Internal Control.

Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $20.00 (includes price of text)
January 21 to March 25

Human Resources Development PERS 203X

The purpose of this course is to provide the student with the fundamental knowledge and skills necessary to ensure success in managing the human resources of an organization.
Course Content: The course explores the major theories of the management process, its dynamics, its functions, its systems and methods. The student will have the opportunity to practice the management functions of planning, staffing, organizing, directing and controlling the workforce. The course focuses on the development of knowledge and skills in the areas of manpower planning — employment, compensation, motivation, training and development, job design and standards of performance.

Tues. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $5.00
January 20 to March 24

Marketing for the Hospitality Industry MARK 208X

This is an introductory marketing course designed to provide the student with basic knowledge of the elements of marketing in the hospitality industry. The student learns to deal effectively and decisively with marketing problems, thereby, avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program.
Course Content: The marketing mix: product, place, price, promotion, and how these affect the customer; the sales department; advertising; public relations; the marketing plan; food and beverage marketing and menus; press relations and promotional material.

Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $10.00 (includes price of text)
January 21 to March 25

Hospitality Law and Insurance LAW 204X

The objective of this course is to provide the student with a basic and general understanding of Canada's legal system as it pertains to the hospitality industry.
Course Content: The course covers the origins of the law, its tenets and principles, its doctrines and procedures, its approaches and how it works. The specific details of the law that concern the hospitality industry are explored in depth. The studies are designed to provide the student with information upon which to base his/her on-the-job behaviour so that legal difficulties are avoided for the employee, the customer, and the organization.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $30.00 (includes price of text) and purchase of text.
January 19 to March 23

Purchasing for Hospitality ACC 108X

Course Content: This course is designed to help students understand the complexities of Food and Beverage purchasing and to understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter: Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis; Buying Outside Canada; Make vs Buy Decisions; Evaluating Purchasing Effectiveness.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $25.00 (includes price of text)
January 22 to March 26

Food Service Facilities — Planning and Design FSF 900

The course investigates the sequence of activities in the development of a food service facility and the roles, responsibilities, and compensations of the professionals who are involved in the planning team: owner, operator, architect, food service designer, equipment contractor, etc. Management of conceptual and physical planning in the overall progression of events are discussed. Assignments and case studies are performed by participants.
Course Content: Topics include: concept and program definition, principles of efficient design and layout, selection of equipment, interior design, capital costs, business practices of the professional consultants and emerging trends in hospitality facilities.
Note: Enrolment is limited.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $15.00 (includes price of text)
January 19 to March 23

Food and Beverage Cost Control ACC 210X

Course Content: The course develops food and beverage cost control techniques typical to the hospitality industry from purchasing through the various functions of receiving, storing, issuing, production, to portion and revenue control. Emphasis is placed on yield testing, recipe pre-costing and the interpretation of cost control information. In addition, the course touches on pricing strategy and the relationship between sales volume and profitability.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $15.00 (includes price of text)
January 19 to March 23

Front Office Operation HIND 222X

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $5.00
January 22 to March 26

Certificate in Haute Cuisine

This program is designed to meet the ever-growing demand for knowledge and practical experience in the creation of fine food. The program consists of 8 courses, starting with Basic Small Quantity Food. It will give the student the opportunity to apply the principles of cooking using raw materials with tested recipes under the guidance of skilled chefs.
The program is followed in sequence by Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese). Each student, on satisfactory completion of each course, will receive a certificate of competence, and on completion of five courses will be awarded a Certificate in Haute Cuisine.

Cooking

Small Quantity Food (Basic) FP 730X

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Mon., Tues., Wed. or Thurs. 6 to 10 p.m.
Kensington Campus
60 hours Fee: $75.00 Materials: $95.00
January 19, 20, 21 or 22 to April 27, 28, 29 or 30

Small Quantity Food (Advanced) FP 731X

Prerequisite: Basic Small Quantity Food, FP 703X
In this course the basic principles of cooking are applied to the classical dishes of the countries in continental Europe, so that the student produces the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauerbraten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Thurs. 6 to 10 p.m. Kensington Campus
60 hours Fee: $75.00 Materials: $140.00
January 22 to April 30

Cuisine Active FP 734

For course description, see the Courses in French section, page 76.

Chinese Cuisine (Cantonese) F 901

Course Content: In this course, the student learns the cooking techniques and the preparation of food, Cantonese-style. Among the techniques used are: handling of Chinese cleavers and knives, cooking with different types of wok and the cooking temperatures for various foods. Learn the use of flour, starches, oil and spices and prepare a number of recipes with beef, poultry, seafood and vegetables. Students also learn to prepare a number of popular Cantonese sauces (beef tenderloin sauce, sweet and sour sauce, barbecue sauce and others) as well as several types of soups. All food preparation is first demonstrated by the teacher and then prepared by the students in the Chinese cuisine lab. About 17 different recipes are prepared during the ten-week course.

Mon. 6 to 10 p.m. Kensington Campus
40 hours Fee: $50.00 Materials: $85.00
January 19 to March 23

Chinese Cuisine (Dim-Sum) F 900

In this course, the student learns to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared by the students are: hargar (marinating and making of shrimp paste), shao mai, won ton, simulated coral of crabs, deep fried sour dumplings, ginger and scallion soup, dumplings, fan kwou, vegetarian fan kwou, ham shao kwok, sesame and lotus seed ball, steamed lotus paste and red bean paste buns, B.B.Q. steamed buns, chicken buns, coconut pudding, sago pudding, agar-agar almond flavoured pudding, egg puffs and others.
Each of the dishes is first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.

Tues. 6 to 10 p.m. Kensington Campus
40 hours Fee: $50.00 Materials: $85.00
January 20 to March 24

Baking (Basic) BK 610X

This course is designed to equip the student with practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, custards and puddings, and other types of desserts, such as fresh apple pie and quick bread.
Course Content: Students learn the techniques involved to make the following: fresh apple pie, creamy type desserts, yeast dough products, puff paste, cake (pastry), cheese pie, fruit-type desserts, choux paste, cookies and black forest cake.

Mon. or Thurs. 6 to 10 p.m. Kensington Campus
40 hours Fee: $50.00 Materials: $60.00
January 19 or 22 to March 23 or 26

Baking (Advanced) BK 634X

Prerequisite: Basic Baking BK 610X.
The course takes the advanced part of pastry and desserts and allows the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, tortes, gateau, the true art of French pastries and their presentation.

Wed. 6 to 10 p.m. Kensington Campus
40 hours Fee: $50.00 Materials: $70.00
January 21 to March 25

Junior Gourmet Cooking (Advanced) F 819

Prerequisite: Junior Gourmet Basic F 815.
Course Content: Students will further the skills and knowledge acquired in the basic course. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy, Germany, Austria, Spain, the South Pacific, England, Switzerland and New Zealand. The students will engage in practical work to attain these skills.

Sat.9 a.m. to noon Kensington Campus
30 hours Fee: $60.00 Materials: $30.00
January 24 to March 28

Vegetarian Cooking F 835

Course Content: An introduction to vegetarian cooking including identification and selection of raw food, various types of cooking methodology, e.g. frying, steaming, and grilling. Explanation of nutritional value of vegetarian products, how to plan menus, and purchase in season.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $70.00 Materials: $40.00
January 20 to March 28

Junior Gourmet Baking F 833

Prerequisite: 9-16 years of age and a desire to learn gourmet baking.
Course Content: Introduction to baking techniques. Practical baking experience in preparation of cookies, cakes, icing, tarts and breads, through logical progression. Introduction of safety and food handling is stressed.

Sat. 9 a.m. to noon Kensington Campus
30 hours Fee: $60.00 Materials: $30.00
January 24 to March 28

Cake Decorating BK 639X

This course is designed for those persons who wish to learn the art and principles of cake decoration and design.
Course Content: This course offers the theory and practical experience in cake and pastry decorating techniques. Each three-hour session is structured to provide information through lectures and demonstrations and hands-on experience in the following techniques: piping, icing and modeling techniques, preparation of various decorator icings, "free-hand piping" and "pattern tracing", string work, ornaments, inscriptions, flowers, border designs, techniques with marzipan, chocolate and "rolled fondant".

Thurs. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $25.00
January 22 to March 26

Quick Breads Craft for the Professional Baker BK 902

Prerequisite: Grade 8 or equivalent — minimum in English and mathematics.
Course Content: In this course the student learns to produce a large variety of quick breads such as biscuits, scones, muffins, cakes, yeast and combination doughnuts, cup cakes, metropolitans, loaf-type quick breads and a variety of French crullers. The theory portion is taught each day from 4 to 6 p.m. and the practical lab from 7 to 11 p.m. Theory of baking, baking temperatures, batter preparation, mixing of ingredients, deep fat frying techniques, flat icing finishing are taught parallel to the appropriate shop projects. This course represents one of eight modules of the program in Professional Baking as developed by the Ministry of Colleges and Universities, Industrial Training Branch.

Wed. 4 to 6 p.m. and 7 to 11 p.m.
Kensington Campus
114 hours Fee: $142.50 Materials: $162.00
February 18 to June 24

Cookie Craft for the Professonal Baker BK 903

Prerequisite: Grade 8 minimum or equivalent in English and mathematics.
Course Content: In this course students learn to produce a variety of cookies by using different methods, i.e. all-in method, creaming method, whipping method and combination method. Some of the items produced are: cut-out or sugar cookies, drop, short bread (roll-out and piped variety), florentine and lemon snaps, sandwich type, ice box type, sheet type, bar type, macaroons and seasonal type cookies. The theory is taught from 4 to 6 p.m. and the lab portion from 7 to 11 p.m. in each session. This course represents one of eight modules of the program in professional baking as developed by the Ministry of Colleges and Universities, Industrial Training Branch.

Tues. 4 to 6 p.m. and 7 to 11 p.m.
Kensington Campus
114 hours Fee: $142.50 Materials: $156.00
February 17 to June 23

Patissier

This part-time program provides advanced training for bakers and pastry cooks in all aspects of: cakes, pastries, decorating and specialty items that are required in the baking trade. This is a two-part program which has been divided into ten units according to a patissier training profile developed by the Ministry of Colleges and Universities (Apprenticeship Branch) of the province of Ontario as an extension to the Junior Baker and Baker Programs.

Patissier I (Baker, Branch 3, Apprentice) F 649

Prerequisite: Certified Journeyman Baker or Cook
Course Content: The following subjects are covered in Part I: Speciality cakes; pastries and petit fours; decorating; desserts; almond paste.

Tues. 6 to 11 p.m. Kensington Campus
85 hours Fee: $106.25 Materials: $164.75
January 20 to May 12

Other fully accredited Post Secondary Courses

Kitchen Management PUR 104X

This course is designed to develop the knowledge and the skills required to manage any type of kitchen. Students learn to interpret simplified financial statements and to define the classification of menus and culinary terminology as well as various types of dining room services. Students will participate in demonstrations of yield tests conducted by the instructor. The object will be a primal cut of beef and a multiple ingredient recipe. They will also pre cost standardized recipes and calculate food costs, food sales, food cost % and forecast annual sales and production requirements.

Tues. 6 to 9 p.m. Kensington Campus
45 hours Fee: $56.25 Materials: $15.00
includes price of text
January 27 to May 5

Appreciation of Wines F 902

Prerequisite: Over 19 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.

Mon. or Tues. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $95.00
January 19 or 20 to March 23 or 24

Advanced Wine Appreciation F 903

Prerequisite: Appreciation of Wines F902 and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from some of the world's vineyards such as France, Germany, Portugal, Spain and the U.S.A. Tasting and sampling will be the main part of the course.

Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $155.00
January 21 to March 25

Mixology (Cocktail Bartending) BAR 503X

Prerequisite: Over 19 years of age.
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.

Mon., Tues. or Wed. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $37.50 Materials: $60.00 (includes price of text)
January 19, 20 or 21 to March 23, 24 or 25

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Meat Cutting

Meat Cutting for the Home Enthusiast F 817

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The student is involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product becomes the personal property of the student. In addition there is a demonstration of the cutting of a side of beef (hindquarter, forequarter) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef, lamb and poultry cuts at cost price.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $63.00 Materials: $105.00
January 19 to March 23

Meat Trade Theory (Retail Meat Cutting) MC 613X

This course introduces the novice in retail meat trade to various aspects of merchandising specific meat products.
Course Content: This course explores through lectures and demonstrations the following topics in meat retailing: cutting, grading and characteristics of beef, lamb, pork and veal carcasses. Preparation of poultry for retail sale. Displaying and merchandising of all types of meat products.

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $20.00
January 20 to March 24

Dining Out: A Tour of Toronto Restaurants F 831

There are more than 4,000 restaurants in Metropolitan Toronto. The ethnic cultures which so richly contributed to the city's cosmopolitan makeup have also made it a gastronomic mecca with the variety of unique cuisines, each inundated with delightful recipes.
The course explores a number of ethnic cuisines selected from European, Middle Eastern, Oriental, North American and South American restaurants. A different restaurant (in the middle price range) is selected for each night's outing. Dinner is preceded by a short lecture on foods of the world or some historical background to the specific cuisine selected for the evening.
The tuition fee covers the cost of the teacher and the administrative costs. The meals and other incidental expenses are the responsibility of the student.

Tues. 6 to 10 p.m. Kensington Campus
20 hours Fee: $56.00
January 20 to February 17
February 24 to March 24

English as a Second Language

Learning to Read and Write in English LT 921

This course is designed for non-native speakers of English with limited literacy skills.
Course Content: This is a course in basic English. Emphasis will be placed on teaching students to read and write, including alphabet work and spelling. The course is intended to prepare students to enter basic English courses for which the students are required to know how to read and write.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $62.50
Registration: January 5 to 8
Dates: January 19 to April 13

Pre-Intermediate English LT 813

Course Content: This is a course for English as a second language learners who wish to proceed to intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Mon. and Wed. or Tues. and Thurs.
7 to 9 p.m. College Campus
50 hours Fee: $86.00
Registration: January 5 to 8
Dates: January 19 or 20 to April 13 or 14

Intermediate English LT 812

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this intermediate course will qualify for the Advanced Course in English offered at College Campus.

Mon. and Wed. or Tues and Thurs.
7 to 9 p.m. College Campus
50 hours Fee: $86.00
Registration: January 5 to 8
Dates: January 19 or 20 to April 13 or 14

Advanced English for E.S.L. LT 803

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills and grammar.

Mon. and Wed. or Tues. and Thurs.
7 to 9 p.m. College Campus
50 hours Fee: $86.00
Registration: January 5 to 8
Dates: January 19 or 20 to April 13 or 14

Conversational English for New Canadians LT 818

Course Content: This course is designed for high intermediate and advanced students of English as a second language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar, therefore, students with grammar problems should register in Pre-Intermediate ESL (LT 813) or Intermediate ESL (LT 812).
Some segments of these conversation activities will be video-taped in order to help students assess their performance.

Mon. and Wed. 7 to 9 p.m. College Campus
40 hours Fee: $75.00
Registration: January 5 to 8
Dates: January 19 to March 25

Writing For Advanced Students of English As A Second Language LT 819

This course is designed for high intermediate and advanced students of English as a second language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Mon. 7 to 9:30 p.m. College Campus
25 hours Fee: $51.00
Registration: January 5 to 8
Dates: January 19 to March 23

Language Test Preparation LT 916

This course is designed for intermediate and advanced students of English as a second language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $62.50
Registration: January 5 to 8
Dates: January 19 to April 13

English Pronunciation Part 1 LT 917

This course is designed for students of English as a second language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $25.00
Registration: January 5 to 8
Dates: January 20 to March 24

English Pronunciation Part 2 LT 919

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $25.00
Registration: January 5 to 8
Dates: January 20 to March 24

English for Science and Technology LT 923

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
Course Content: This course will concentrate on developing the student's ability in all aspects of scientific and technological English. It will be particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Tues. and Thurs. 6:30 to 9:30 p.m.
College Campus
80 hours Fee: $114.00 Materials: $10.00
Lab Fee: $5.00
Registration: January 5 to 8
Dates: January 20 to April 21

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults LT 912

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to, the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday evenings, and a two-part practicum during the day.
Lectures cover theoretical and practical topics in Linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing. In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprises lesson observation.
The second segment (20 hours, January to April) comprises practice teaching under the guidance of experiencd ESL teachers.
Enrolment is limited. To obtain an application form please phone 967-1212, Sophie Pandi.

Registration deadline: May 29, 1987
Starts September 14, 1987
Fee: $175.00

French

George Brown offers a comprehensive selection of French courses — courses to suit everyone from beginners learning their first few phrases, to fluent speakers who want to perfect their professional vocabularies.
The core of George Brown's French offerings is made up of second-language conversation courses. In these courses, students learn to speak and understand French in a relaxed and lively atmosphere. The Centre uses up-to-date teaching methods that emphasize authenticity, students' participation, pronunciation, listening skills and role playing.
For more advanced students or Toronto francophones, the Centre offers a variety of French courses ranging from business French and microcomputer programming to cooking and photography.
Some of our courses can be combined by intermediate and advanced students to earn a Certificate of Proficiency in French — a certificate that is particularly useful to people who use French at work.
***For more information,* please call 967-1212, ext. 4388.**

Certificate of Proficiency in French

Students must complete Speaking French, level 6, as well as four courses in French, in order to graduate. Students exempted from all Speaking French courses must complete five courses in French.

Compulsory Courses
Speaking French — LT 804, LT 805, LT 828, or LT 835 levels 3, 4, 5 and 6 (Students placed at levels higher than 3 will be granted equivalence status for the lower levels).
Grammaire française — LT 927
Culture et société franco-canadienne — LT 824

Electives (two or three courses from this section)

Correction phonétique
Le français langue des affaires — LT 928
Communication écrite I — LT 822
Communication écrite II — LT 926
Introduction à la traduction — LT 823
La programmation sur micro-ordinateur I — PGRM 925A
La programmation sur micro-ordinateur II — PGRM 935A

NOTE: Students enrolled in the Certificate program must attend 80% of the classes and obtain a "B" standing in order to proceed.

Interviews

New students of French as a Second Language must have a short placement interview during the registration week, two weeks before the start of classes. Times and places for placement interviews are indicated after each course listed below. Returning students should register at least two weeks before courses start. A brief description of course content follows.

Basic Level Courses
Levels 1A — 1B and 2A — 2B

Students develop basic strategies enabling them to express themselves simply in various daily situations. The principal aim of these courses is to develop conversational skills but attention is also given to the building of sound structural foundations and to good pronunciation. In level 2, students are encouraged to express opinions, relate events and tell simple stories. Rudiments of the past and the future are also studied.

Intermediate Level Courses
Levels 3 and 4

At the intermediate level, students learn to express themselves with added precision and correction. They are urged to discuss topics of personal interest, to speak about events that are taking place in their lives and in the world at large. A lot of the work done in class is based on the interests and occupations of the students.

Advanced Level Courses
Levels 5 and 6

At the advanced level, students are able to convey their messages in just about any situation. They refine their skills in expressing doubt, insistence, feelings, necessity, etc., gradually integrating idioms and finer points of grammar. They also meet the challenge of defending opinions and ideas, and are encouraged to take full advantage of Francophone activities available in Toronto.

French for Lunch LT 821

1 Basic A Tues. and Thurs. noon to 1 p.m.
2 Basic B Tues. and Thurs. 1 to 2 p.m.
3 Intermediate Mon. and Wed. noon to 1 p.m.
4 Advanced Mon. and Wed. 1 to 2 p.m.

St. James Campus
(200 King Street East — east of Jarvis)
24 hours Fee: $41.00
January 19 or 20 to April 13 or 9
Placement interviews Room 429, 5 to 6:30 p.m., January 5 to 8

Speaking French (all levels): LT 804

Tues. and Thurs. 7 to 9 p.m. College Campus
(507 College Street — west of Bathurst)
42 hours Fee: $52.50
January 20 to March 31
Placement interviews: College St. Campus, Room 106 5 to 6:30 p.m. January 5 to 8

Speaking French (all levels): LT 805

Mon. or Wed. 6:15 to 9:15 p.m. St. James Campus (200 King Street East — east of Jarvis)
42 hours Fee: $52.50
January 12 or 14 to April 13 or 15
Placement interviews: Room 429, St. James Campus 5 to 6:30 p.m. January 5 to 8

Speaking French: Saturdays LT 835

Levels 1A-1B and 2A-2B only.
Sat. 9:30 a.m. to 12:30 p.m. St. James Campus
42 hours Fee: $52.50
January 10 to April 11
Placement interviews: St. James Campus, Room 429 January 5 to 8, 5 to 6:30 p.m.

Speaking French on Saturdays LT 835

Levels 3A and 4A only.
Sat. 9:30 a.m. to 12:30 p.m. College St. Campus
42 hours Fee: $52.50
January 10 to April 11
Placement interviews: College St. Campus, Room 106, 5 to 6:30 p.m., January 5 to 8

Cours en français

Pour vous inscrire aux cours suivants complétez la formule à la fin de ce répertoire et postez-la ou, allez directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place.

Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212 poste 4388.

Vivre en Français à Toronto LT 925

Ce cours permet aux Torontois anglophones ayant un niveau très avancé de communiquer régulièrement en français à leur niveau tout en prenant contact avec les ressources francophones de Toronto.
Le cours comprend des sorties culturelles (surtout théâtrales), des entretiens avec des Francophones travaillant à Toronto et l'exploitation des réseaux d'information de Toronto. Les apprenants participent activement à la préparation du programme et des sorties.

mercredi 19h-22h Campus St-James
36 heures Coût: 58 $
du 21 janvier au 8 avril

Culture et société franco-canadiennes LT 824

Dans ce cours on trace l'historique du Canada français et l'évolution actuelle de la société franco-canadienne sur les plans sociologique, politique, économique et culturel. Dans le cadre de discussions animées par un professeur expert en la matière, les apprenants tentent de mettre en lumière certaines constantes et variables de cette société en pleine évolution.

lundi 18h15-21h15 Campus St-James
36 heures Coût: 58 $
du 19 janvier au 6 avril

Grammaire française pour non-francophones LT 927

Prérequis: Niveau 5 ou équivalent.
Ce cours est destiné aux étudiants de niveau avancé désireux d'améliorer leur grammaire orale et écrite, afin de pouvoir mieux communiquer en français. Tout en présentant les principales règles de grammaire par le biais d'exercices structuraux traditionnels, le cours encourage l'étudiant à constamment réappliquer ces règles de façon personnelle en rédigeant des lettres, des compositions, etc. et en faisant divers types de présentations orales. Au besoin, on fait également appel à la grammaire comparée du français et de l'anglais et on étudie des textes en français bien écrit. Le cours se donne entièrement en français.

jeudi 18h15-21h15 Campus College
42 heures Coût : 52.50 $
du 15 janvier au 16 avril

Correction Phonétique LT 929

Prérequis: Niveau 4 du Cours "Speaking French" ou l'équivalent.
Ce cours est conçu à l'intention des étudiants anglophones qui ont acquis un niveau intermédiaire de communication en français et qui désirent améliorer leur prononciation et leur expression orale. En classe et en laboratoire, les étudiants se familiarisent avec les caractéristiques phonétiques du français, apprennent à corriger leurs fautes de prononciation, sont entraînés à la compréhension et à la discrimination auditives, préparent des mises en situation et font des exercices permettant de parfaire leur prononciation, rythme, débit et intonation.
Ce cours est donné en français.

samedi 9h30-12h30 Campus College
42 heures Coût : 52.50 $
du 10 janvier au 11 avril

Communication écrite I LT 822

Dans ce cours, l'étudiant sera amené à parfaire ses connaissances grammaticales et techniques de la langue en vue de la production écrite (Communication écrite II). La grammaire, les anglicismes, les abréviations, la ponctuation, l'orthographe et autres points de langue sont à l'étude.

mardi 18h15-21h15 Campus St-James
42 heures Coût : 52.50 $
du 13 janvier au 14 avril

Communication écrite II LT 926

Dans ce cours, l'étudiant apprendra à rédiger différents types de textes (descriptions, narrations, commentaires, compte-rendus, portraits, etc.) On accordera beaucoup d'importance au style et à la précision du vocabulaire utilisé. Une partie du cours sera consacrée à la correspondance d'affaires.

lundi 18h15-21h15 Campus St-James
42 heures Coût : 52.50 $
du 12 janvier au 13 avril

Le Français langue des affaires LT 928

Prérequis: Avoir réussi le niveau 5 de Speaking French.
Ce cours est conçu à l'intention du personnel de bureau et des gens d'affaires qui ont besoin du français dans le cadre de leur travail. En classe, les étudiants apprennent à communiquer au téléphone de façon claire, prendre rendez-vous et faire une réservation, discuter des clauses d'un contrat, lire des rapports et des journaux financiers, présider une réunion, rédiger de la correspondance et divers autres documents. Si nécessaire, le cours traite également des différences culturelles entre l'Amérique du Nord et la France.
On encourage les étudiants à discuter de leur propre travail et à mettre en pratique immédiatement ce qu'ils ont appris en classe.

mardi 18h15-21h15 Campus St-James
42 heures Coût : 52.50 $
du 13 janvier au 14 avril

Cuisine Active FP 734

Les apprenants se familiarisent avec les ingrédients nécessaires à la préparation de plats classiques. Ils apprennent à manier les couteaux, à faire des fonds, des sauces et à les adapter à divers plats de viande, de poisson et de légumes. Le professeur fait des démonstrations de nombreuses techniques culinaires et conseille les étudiants sur l'assaisonnement des plats. Chaque classe comprend une démonstration de deux heures suivie d'une mise en pratique par les étudiants (sauf le premier soir). Les étudiants emportent leurs plats préparés à la maison.

samedi 9h30-13h30 Campus Kensington
60 heures Coût: 75 $ Matériaux: 100 $
du 24 janvier au 9 mai

Introduction à la traduction LT 823

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction et leur donne l'occasion de développer une approche pratique dans différents domaines. En traduisant des textes tirés de domaines variés (littérature, sciences, publicité, finance, économie, etc.), les étudiants approfondissent leur connaissance pratique du vocabulaire, de la grammaire et de la stylistique. Il ne forme pas de traducteurs professionnels.

mardi 18h15-21h15 Campus College
36 heures Coût : 58.00 $
du 20 janvier au 7 avril

Micro-Ordinateur I PRGM 925A

Introduction à la programmation sur micro-ordinateur — un cours pour ceux et celles qui ont peu ou aucune expérience du langage BASIC sur le P.E.T. Utilisation du logiciel dans l'industrie, dans l'éducation et dans les loisirs; utilisation du clavier, des graphiques; usage du print; genres d'input et d'output dans un programme: branchements (go to), boucles (for…next), dimensions et sous-routines. En classe, dans les deux cours, l'étudiant travaille sur son propre micro-ordinateur.

lundi 19h-22h Campus St-James
30 heures Coût : 37.50 $
19 janvier au 23 mars

Micro-Ordinateur II PRGM 935A

Introduction aux techniques plus avancées, programmation plus avancée avec création de fichiers pour le stockage et la récupération d'information.
Dans les deux cours l'accent est mis sur la terminologie française.

mercredi 19h-22h Campus St. James
30 heures Coût : 37.50 $
du 21 janvier au 25 mars

Dessin et Peinture LT 826

Ce cours est offert à toute personne désirant apprendre le dessin et la peinture en français. La première moitié du cours, consacrée au dessin, familiarise les étudiants avec le crayon, le fusain et le pastel. L'autre moitié est consacrée à la peinture, à l'application et au mélange des couleurs.
Le cours comprend des visites de galeries qui aident les apprenants à apprécier et à critiquer leur propre expression artistique ainsi que celle des autres.

samedi 10h-13h Campus St-James
36 heures Coût : 58.00 $
du 17 janvier au 4 avril

Sign Language

Introduction to Sign Language CES 900

This course introduces students to basic American Sign Language structure and vocabulary through a communicative or first experience method. The focus will be on achieving survival level expressive skills and the development of strong receptive skills. Students must purchase a textbook.
Instructor: Brian Hunter is a teacher of Sign Language with the Canadian Hearing Society as well as a freelance Sign Language Interpreter employed by the Secretary of State and Ontario Interpreters Services. Certified Sign Language Interpreter, Registry of Interpreters, U.S.A.

Mon. 6 to 8 p.m. or 8 to 10 p.m. Casa Loma Campus
24 hours Fee: $30.00
January 26 to April 13

Sign Language — Level II CES 901

Prerequisite: Introduction to Sign Language — CES 900 or equivalent.
The Level II American Sign Language course introduces the student to more structures, grammatical features and vocabulary based on those learned in the Level I class. Both receptive and expressive skills are emphasized using a conversational method in class. Text used is the same as Level I.
Instructor: Brian Hunter

Tues. 6 to 8 p.m. Casa Loma Campus
24 hours Fee: $30.00
January 27 to April 14

Italian

Italian Language and Heritage
Basic LT 806A
Intermediate LT 806B
Advanced LT 806C

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Italian cuture.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $86.00
Registration: January 5 to 8
Dates: January 19 to April 13

Spanish

Spanish Language and Heritage
Basic LT 808A
Intermediate LT 808B
Advanced LT 808C

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $86.00
Registration: January 5 to 8
Dates: January 19 to April 13

German

German Language LT 817

Course Content: This course offers general German language development appropriate to the individual's competence.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $86.00
Registration: January 5 to 8
Dates: January 19 to April 13

Chinese (Mandarin)

Chinese Language (Mandarin) LT 825

Course Content: This course covers the development of facility in both speaking and the writing of the language. Language instruction is given in contexts that reflect the most notable features of Chinese culture.

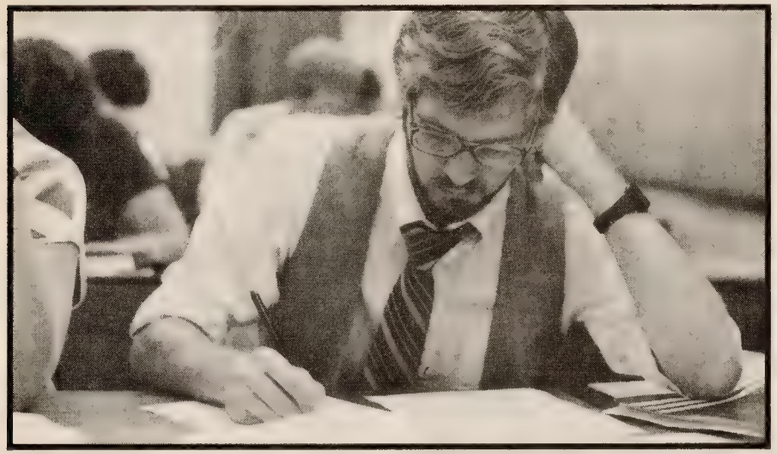
Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $86.00
Registration: January 5 to 8
Dates: January 19 to April 13

Arabic

Standard Arabic for Beginners LT 918

Course Content: This course offers a basic knowledge of the modern standard Arabic language which is used throughout the Arab world. Special attention is given to conversational skills and content focuses on contemporary Arab values. Class activities concentrate on situations relevant to those engaged in business with the Arab world.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $62.50
Registration: January 5 to 8
Dates: January 19 to April 13



Psychology

Psychology — An Introduction PSY 907

This course looks at the "why" of human behaviour. It offers the student an introduction to personality theories and therapies. Human experience in terms of sensation, perception and states of consciousness are covered. Other dimensions of behaviour included are motivation and emotion, learning and thinking, sex roles, and attitudes.

This course is equivalent to courses offered in post secondary day programs in business and technology at George Brown. Students who plan to take this course for credit must obtain approval from their program director.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 22 to April 23

Psychology: Human Resource Management PSY 908

Course Content: In this course, basic principles of psychology are applied to the work setting. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures, job satisfaction. This is a basic course in applied psychology suitable for career-motivated managers in any occupation or for those contemplating a supervisory position.

This course is equivalent to courses offered in post secondary day programs in business and technology at George Brown. Students who plan to take this course for credit must obtain approval from their program director.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 20 to April 21

Sociology

Introductory Sociology SOC 101X

Prerequisite: Grade 12 or equivalent.
This course introduces students to the sociological perspective and uses it to explore the nature of modern industrial society, with an emphasis on Canada. The course examines the basic problems of social order and social change in terms of such topic areas as the changing family, bureaucratic organization, class structure, culture within mass society, deviance and social control.

This course is equivalent to courses offered in post secondary day programs in business and nursing at George Brown. Students who plan to take this course for credit must obtain approval from the program director.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
January 22 to April 23

Sociology of Women SOC 204X

Prerequisite: Grade 12 or equivalent.
In this course, students explore and evaluate some of the major issues of the women's movement, past and present. The effects on women of philosophical perspectives and cultural traditions are evaluated. Topics covered include non-traditional occupations, day care, affirmative action, sexual harassment, relationships of commitment, and reproductive rights. Classes are conducted in a seminar-discussion format so that students can reflect upon their own feelings about the diverse goals of Canadian feminism.

This course is equivalent to courses offered in post secondary day programs in business and nursing at George Brown. Students who plan to take this course for credit must obtain approval from the program director.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 22 to April 23

Philosophy

Introductory Philosophy ELS 922

This course serves as an introduction to philosophy. Its main focus is on theories of human nature. The ideas of Plato, Sartre, Marx, Skinner, Nietzsche, Kierkegaard, Freud, and others are analyzed, discussed, and evaluated. Also covered in this course are social philosophy, ethics, aesthetics, epistemology, and the philosophy of religion.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $80.00
January 15 to April 16

Introduction to Applied Ethics NEW ELS 921

This course is designed as an introduction to moral philosophy. It is comprised of three parts: skills, theories, and applications. Initially, skills required to reason morally are developed. Secondly, theories which can inform ethical judgment are covered. Thirdly, skills and theories are applied to contemporary issues involving social and moral controversy (e.g., sexuality, genetics, abortion, war, business practice, and capital punishment). Discussion and debate are encouraged.
At the first class, materials will be available for which the fee is $15.00.

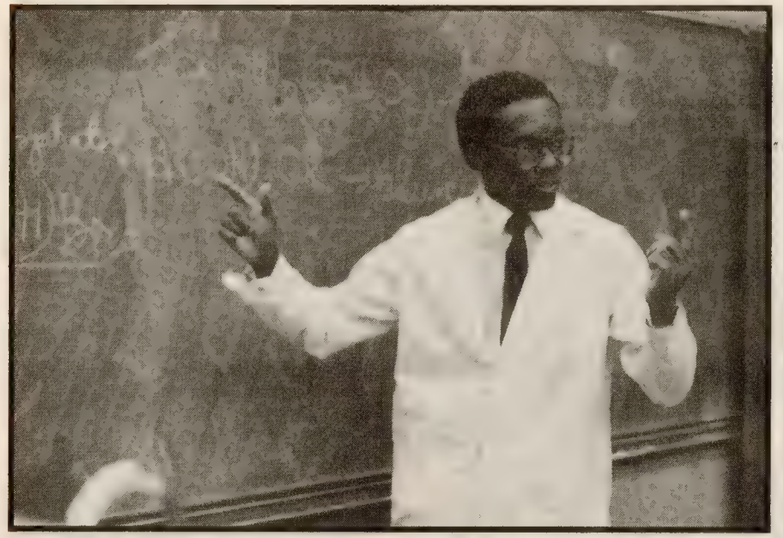
Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $80.00
January 20 to April 21

Law

Law in Society ENG 911

This course provides the student with a better understanding of how the law works in the context of modern society, reviews societal structures, groups and institutions that shape modern life, and examines practical issues relating to Canadian law. It includes an overview of the Canadian legal system with some reference to controversial issues, for example, matrimonial law. Given the growing complexity of society, and the resultant need to understand and cope with social change, this course offers a career-bound individual a valuable legal and sociological perspective.
Instructor: Bill Halkiu, Toronto lawyer and sociologist.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $68.00
January 22 to April 23



Mathematics and Science

Mathematics I MATH 100X

Course Content: Fundamental concepts and operations of arithmetic and algebra, functions and graphs, trigonometric functions, linear equations, algebraic factoring and fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $112.50
April 28 to August 6

Mathematics II MATH 200X

Prerequisite: MATH 100 — Mathematics I, or equivalents.
Course Content: Binomial theorem, trigonometry, analytic geometry, differential calculus, integral calculus.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $112.50
April 28 to August 6

Trade Calculations MATH 605

Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; solutions of triangles; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae; plane geometry applied to trade problems; mensuration, graphs, charts and trade estimating; ratio, proportion and variation.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $112.50
April 28 to August 6

Medical Terminology I ANAT 100X

This course includes the following topics: terminology related to normal structure and functions of various body systems; introduction to terminology related to disease states; and introductory overview of hospital charting practices including pertinent abbreviations.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
January 20 to March 24

***For more information* about Mathematics and Science courses, please call 967-1212, ext. 2481.**

Mathematics of Finance NEW MATH 114X

Prerequisite: Grade 12 or equivalent.
This course covers the following topics: basic arithmetic, basic algebra, ratio and proportion, averages, linear equations, break-even analysis, mark-up, mark-down, simple interest, promissory notes, demand loans, repayment schedules, compound interest and compound discount.

Tues. 7 to 9 p.m. St. James Campus
60 hours Fee: $75.00
January 13 to April 30

Statistics I NEW MATH 214X

Prerequisite: MATH 114 or equivalent.
This course is designed to introduce the student to: frequency distributions, measures of location, summations, measures of variation, applications, standard deviation, shape and skewness, normal distribution, probabilities, possibilities, binomial distribution and variance.

Mon. and Wed. 7 to 9 p.m. St. James Campus
60 hours Fee: $75.00
January 12 to April 29

Mathematics for Technician Program NEW MATH 241 X

Prerequisite: Math 142 or 100X or equivalent.
This course covers the following topics: derivative of trigonometric, logarithmic, and exponential functions; applications of integration; areas and volumes of revolution; methods of integration: logarithmic and exponential forms; trigonometric and inverse trigonometric forms; integration by parts; trigonometric substitution; and tables series expansion: MacLaurin, Taylor & Fourier Series applications.

Tues. and Thurs. 5 to 7 p.m. St. James Campus
60 hours Fee: $75.00
January 13 to April 30

Mechanics

Mechanics I MECH 100X

Prerequisite: MATH 100 — Mathematics I or equivalents (prior to or concurrent with Mechanics I).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
April 27 to July 8

Mechanics of Materials MECH 110X

Prerequisite: MECH 100, MATH 200 or equivalents (prior to or concurrent with Mechanics of Materials).
Course Content: Mechanical properties and testing; unit stress and strain; beam type members — statically determinate; thin cylinders and joints; resilience; torsion, combined stresses.

Mon. & Wed. 7 to 10 p.m.
60 hours Fee: $75.00
April 27 to July 8

***For more information* about Mathematics and Science courses, please call 967-1212, ext. 2481.**

Real Estate

Day Classes:
Day-time classes start continuously; adjustments are made for holidays.

Evening Classes:
Evening classes are held on Mondays and Wednesdays, Tuesdays and Thursdays. They also start continuously and adjustments are made for holidays.

For more information **about day and evening schedules for real estate courses, call 967-1212, ext. 3218/3219**

An Introduction to Real Estate — Segment I — RE 900A

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of a broker; a career in real estate; relationship of principal and agent; the typical real estate transaction.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
30 hours Fee: $130.00 includes text and exam fee.
Dates: Continuous

An Introduction to Real Estate — Segment II — RE 900B

Prerequisite: Evidence of completion of Segment I: 75% pass mark on the examination of Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker-salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the real estate business; parties to contract; contract law; agreement of purchase and sale.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 p.m. to 9:30 p.m. Adelaide Campus
60 hours Fee: $195.00 includes text and exam fee.
Dates: Continuous

An Introduction to Real Estate — Segment III — RE 900C

Prerequisite: Evidence of completion of Segment II: 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day-to-day real estate operation.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
60 hours Fee: $215.00 includes text and exam fee.
Dates: Continuous

Certificate Program

Real Property Law — RE 905

Taught by practicing lawyers but designed specifically to assist Ontario real estate practitioners gain knowledge and understanding of the many complex laws, both common and statutory which may affect real estate transactions. Topics include: Property Concepts; Leaseholds; Recording Acts; Agency; Contract; Shared Ownership; Agreements; Bulk Sales; Consumer Reporting; Tax Acts; Tenancies; Expropriation.
Instructors are lawyers with at least 5 years conveyancing experience and are certified by the Ontario Real Estate Association.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $170.00 includes text and exam fee.
Dates: Continuous

Principles of Appraisal — RE 903

This is an intermediate level appraisal course designed to enable real estate practitioners to develop skills and expertise in the evaluation of real property for listing, marketing and financing functions. Topics include: Appraisal Fundamentals; The Appraisal Process; Preliminary Survey and Appraisal Plan; Data Collection and Analysis; Cost Approach; Income Approach; Direct Sales Comparison Approach; Reconciliation and Final Estimate.
Instructors are practicing appraisers with a minimum 5 years appraisal experience and are certified by both the Appraisal Institute of Canada and the Ontario Real Estate Association.

Mon. to Fri. Day: 8:30 a.m. 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $170.00 includes text and exam fee.
Dates: Continuous

Principles of Mortgage Financing — RE 902

Dedicated to the premise that the ability to arrange financing is an integral part of real estate brokerage, this course explores the legal, mathematical and procedural aspects of mortgage financing. Topics include: The Mortgage Market; Mortgage Document; Legalities of Mortgages; Mortgage Brokerage; Legislation; Processing Applications; Non-Residential Arrangements; Government Programmes.
Instructors are Real Estate and/or Mortgage Brokers with a minimum 5 years practical experience in handling mortgage transactions and are certified by the Ontario Real Estate Association.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $170.00 includes text and exam fee.
Dates: Continuous

Elective Courses

Industrial, Commercial and Investment Real Estate — NEW — RE 904

Designed as an introduction to the skills necessary to participate in the planning, development, sale and/or leasing of income producing and commercial properties. Topics include: Introductory Chapter; Land and Development; Investment Properties; Leasing; Business Brokerage; Marketing; Financing; Taxation; Property and Asset Management.
Instructors are I.C. &I. practitioners with a minimum 5 years experience and are certified by the Ontario Real Estate Association.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $170.00 includes text and exam fee.
Dates: Continuous

Property Management

Not offered this semester.

Rural Recreational and Agricultural

Not offered this semester.

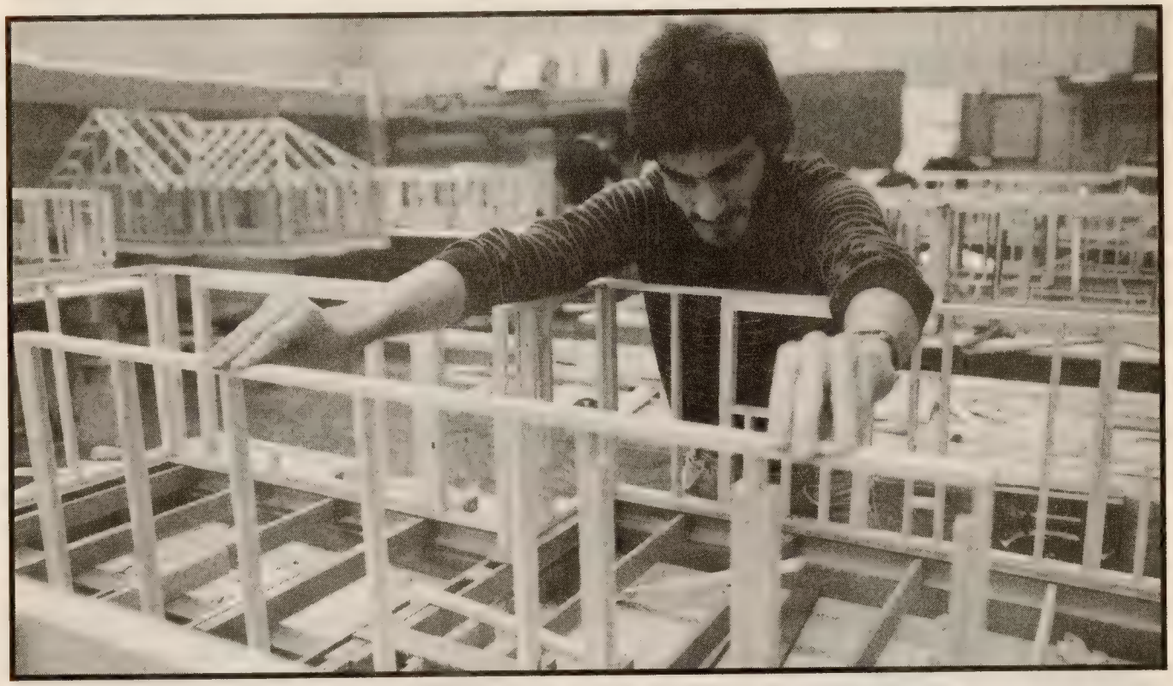
NOTE: Register for real estate courses at 258 Adelaide St. E., first floor. Office hours: 8 a.m. to 4 p.m.

TREB Computer Education Course — PRGM 702

Prerequisite: Member of the Toronto Real Estate Board.
This course was developed by representatives of both the Toronto Real Estate Board and George Brown College to train agents and brokers to independently access the TREB computerized listing database.
The course will cover the following topics: Introduction to the TREB On-Line System; Signing On; Signing Off; Open Houses; Hot Sheets; Search Active/Sold/Expired Listings utilizing CMA; Search by Address.

9 a.m. to 12 p.m. and 1 to 3 p.m. (one hour lunch) College Street Campus
5 hours Fee: $40.00/day/student

For more information and registration **contact Deborah Pratt or Merica Chase at the Toronto Real Estate Board, *481-6151.***



Architectural

Heating Fuels Certificate Program

A Certificate in "Heating Fuels" will be awarded on successful completion of the following courses:
HT910 GAS FITTER I
HT907 GAS FITTER II
HT913 OIL BURNER II
HT915 BASIC ELECTRICITY AND CONTROLS
HT919 PROPANE GAS

Residential Heating and Air Conditioning Certificate Program

A Certificate in Residential Heating and Air Conditioning will be awarded on successful completion of the following courses:
AIR905 AIR CONDITIONING, RESIDENTIAL AND SMALL COMMERCIAL
HT900 WARM AIR HEATING AND AIR CONDITIONING
HT907 GAS FITTER II
HT913 OIL BURNER II
HT915 BASIC ELECTRICITY AND CONTROLS

Stationary Engineering Fourth Class Certificate

A Certificate in Stationary Engineering Fourth Class will be awarded on successful completion of the following courses:
STAT 941 Power Plant Applied Science
STAT 942 Power Plant Chemistry
STAT 943 Power Plant Boilers and Auxiliaries
STAT 944 Power Plant Heating, Refrigeration and Air Conditioning
STAT 945 Power Plant Electrics and Instrumentation
STAT 946 Power Plant Applied Mechanics

Stationary Engineering Third Class Certificate Program

A Certificate in Stationary Engineering Third Class will be awarded on successful completion of the following courses:
STAT 931 Power Plant Applied Science
STAT 932 Power Plant Chemistry
STAT 933 Power Plant Boilers and Auxiliaries
STAT 934 Power Plant Heating, Refrigeration and Air Conditioning
STAT 935 Power Plant Electrics and Instrumentation
STAT 936 Power Plant Applied Mechanics

Stationary Engineering Second Class Certificate Program

A Certificate in Stationary Engineering Second Class will be awarded on successful completion of the following courses:
STAT 921 Power Plant Applied Science
STAT 922 Power Plant Chemistry
STAT 923 Power Plant Boilers and Auxiliaries
STAT 924 Power Plant Heating, Refrigeration and Air Conditioning
STAT 925 Power Plant Electrics and Instrumentation
STAT 926 Power Plant Applied Mechanics
STAT 927 Power Plant Drawing

Stationary Engineering First Class Certificate Program

A Certificate in Stationary Engineering First Class will be awarded on successful completion of the following courses:
STAT 911 Power Plant Applied Science
STAT 912 Power Plant Chemistry
STAT 913 Power Plant Boilers and Auxiliaries
STAT 914 Power Plant Heating, Refrigeration and Air Conditioning
STAT 915 Power Plant Electrics and Instrumentation
STAT 916 Power Plant Applied Mechanics
STAT 917 Power Plant Statics and Fluids

Balancing of Mechanical Systems Certificate

A Certificate in Balancing of Mechanical Systems will be awarded on successful completion of the following courses:
AIR 900 Air Conditioning Design I
AIR 901 Air Conditioning Design II
AIR 905 Air Conditioning Residential and Commercial
AIR 910 Building Mechanical Systems Advanced Balancing Procedures
SM 911 Sheet-Metal Pattern Drafting

Blueprint Reading and Drafting

Blueprint Reading for the Construction Trades DR 931

This course is intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan, study, construction details, plan reading and interpretation. Introduction to metric drawings.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 19 to March 25

Technical Drawing — Part I ENDR 901

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
January 20 to June 2

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Architectural Drafting — Part I DR 900

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details. Introduction to metric drawings.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 19 to March 25

Architectural Drafting — Part II DR 901

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
April 7 to June 11

CADD

Introduction to CADD for Architects & Civil Engineers CAD 951

Prerequisite: Minimum 2 years drafting experience.
This course covers the following topics: types of computers; types and differences of various CADD systems; the operation of a graphics work station; the application of the points, lines and arcs CADD functions; basic geometric construction elements; the operation of a digitizer, copier and plotter; establishing scales; setting line, plot and colour fonts; using menus; panning; zooming; filling; dimensioning.

Mon., Wed. or Thurs. 7 to 10 p.m. or Sat. 9 a.m. to 1 p.m. Casa Loma Campus
36 hours Fee: $166.00
January 5 or 7 to March 23 or 25
February 14 to April 11
February 19 to May 8
April 8 to June 24

Advanced CADD for Architects and Civil Engineers CAD 952

Prerequisite: Introduction to CADD.
This course covers the following topics: File structure; parts library; back-up procedures; file maintenance; deletion and archiving; selection of optimum commands; creation of personal menus; merging files; editing text files. The students select their own projects for CADD development from the area of their disciplines.

Tues. 7 to 10 p.m. or Sat. 9 a.m. to 1 p.m.
Casa Loma Campus
36 hours Fee: $166.00
January 6 to March 24
April 25 to June 20

Introduction to Computer Aided Drafting and Design

This is a Certificate Program made up of the following two courses:

Computer Literacy PRGM 506

Prerequisite: Professional Engineer or Architect or a minimum of two years drafting experience.
Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing, running and saving programs; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours
This program is sponsored by Canada Employment and Immigration. To qualify, contact your local Canada Employment Centre or call 967-1212, ext. 2436.
February 19 to July 2

Computer Applications ARCH 507

Prerequisite: Professional Engineer or Architect or a minimum of two years drafting experience.
Course Content: Types of computers; types and differences of various CADD systems; the operation of a graphics work station; the application of the points, lines and arcs CADD functions; basic geometric construction elements; the operation of a digitizer, copier and plotter; establishing scales; setting line, plot and colour fonts; using menus; panning; zooming; filling; dimensioning.

Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours
This program is sponsored by Canada Employment and Immigration. To qualify, contact your local Canada Employment Centre or call 967-1212, ext. 2436.
February 19 to July 2

Construction

Introduction to Construction DR 904

This course developed in co-operation with the National Association of Women in Construction, covers the fundamentals of construction processes, procedures and technology. The course is designed to introduce city and regional planning, managing, contracting, designing, engineering, estimating, bidding and inspecting, as well as the production work normally associated with construction. A job-site visit is included.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
45 hours Fee: $56.25
January 20 to March 10

Construction Program for Women

Introduction to Construction (on this page) is a course designed specifically for women by the National Association of Women in Construction (NAWIC). It is one of six courses developed by NAWIC as part of a program leading to a Certified Construction Associate. George Brown College hopes to offer the remaining five in the future.

Heating/Air Conditioning

Warm Air Heating and Air Conditioning HT 900

This course provides the student a fundamental background in system design and application on residential warm air heating and air conditioning systems with the option to write the external H.R.A. system design examination.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat loss and heat gain calculations by H.R.A. method, using the H.R.A. manuals, elements of system design (duct sizing, selection, comparison) introduction to system balancing.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
72 hours Fee: $90.00
January 20 to April 9

Basic Electricity and Controls/Heating and Air Conditioning HT 915

This course provides a basic electrical and controls background for students entering the heating and air conditioning trades.
Course Content: Fundamentals of voltage, current and electrical resistance; OHM's law and the law of electrical power, electrical circuits (series and parallel), electrical measurement and testing, electromagnetism and electromagnetic equipment (relays, circuit breakers, etc.), introduction to alternating current, transformers, electric motors (operation and testing), electric wiring diagrams as applied to simple heating and cooling systems principle and operation of the temperature controls, thermostats, limit controls, pressure controls, simple heating and cooling control systems.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 27 to April 2

Gas Fitter II HT 907

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter II Licence examination.
Course Content: Properties of natural gas and combustion fundamentals, gas physics (flow and pressure), gas meters and regulators, gas piping, gas venting, the atmospheric burner, principle of gas controls and control systems, gas conversion burners (installation and service techniques), flue gas analysis and combustion efficiency, general appliance requirements, review of codes and regulations.

Mon. and Wed., 6 to 9 p.m. OR 7 to 10 p.m. OR Tues. and Thurs., 6 to 9 p.m. OR 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $112.50
January 26 or 27 to May 6 or 7

Gas Fitter I HT 910

Prerequisite: Permanent Gas Fitter II Licence.
This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter I Licence examination.
Course Content: Properties of the gas flame and flame detection, flame safeguard system and terminology, non programming flame safeguard controls, fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers (classification, firing systems, multiple boiler hook-up). Boiler and burner installation requirements (piping, venting and code requirements), flue gas analysis and combustion and boiler efficiency. Introduction to process gas heating equipment.

Mon. and Wed. OR Tues. and Thurs.
6:30 to 9:30 p.m. Casa Loma Campus
90 hours Fee: $112.50
January 26 or 27 to May 6 or 7

Oil Burner II HT 913

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II Licence examination.
Course Content: Properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, service and installation practices, flue gas analysis and combustion efficiency, retro fitting and upgrading of existing systems, review of codes and regulations.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $112.50
January 27 to May 7

Air Conditioning Design I AIR 900

This course provides the student the basic theory and application of system design for air conditioning systems as to H.R.A. standards.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat gain and heat loss calculations by H.R.A. method using the H.R.A. manuals, elements of system design and application (duct sizing, equipment selection, comparison), introduction to system balancing, application of air conditioning equipment.

Tues. & Thurs. 6 to 9 p.m.
Casa Loma Campus
72 hours Fee: $90.00
January 20 to April 9

Air Conditioning Design II AIR 901

Prerequisite: Grade 12 or equivalent, industrial experience.
Designed for those who wish to have a working knowledge of commercial and industrial air conditioning systems designs.
Course Content: Influence of temperature, humidity and air motion on comfort; review of basic principles; components of an air conditioning system; behaviour of air vapour mixtures; psychrometric chart; sensible and latent heat; dehumidifying processes as related to designing of air conditioning systems; heating and cooling load calculations from internal and external sources; room air distribution and air duct design.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
January 26 to April 1

Pneumatic Controls AIR 907

Prerequisite: Employment in the Heating and Air Conditioning industry as a journeyman or equivalent.
Course Content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
January 28 to April 1

Air Conditioning Residential and Commercial AIR 905

Prerequisite: Employment in the heating or air conditioning industry as journeyman or equivalent.
This course provides the student a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment.
Course Content: Fundamentals of refrigeration, compressors, condensers, evaporators, tubing and connections, standard operating procedures (evacuation, charging, leak testing), electric motors, motor starters and overloads, electric and control circuits, circuit testing and trouble shooting, winter operation, equipment selection, installation and start-up procedures, air problems and measurement, service analysis.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
72 hours Fee: $90.00
January 26 to April 15

Sheet Metal

Sheet Metal Design and Installation SM 903

This course is designed for those who wish to prepare themselves for the responsibilities of a master sheet metal worker.
Prerequisite: Currently employed in the sheet metal industry with journeyman standing.
Course Content: Labour legislation in relation to the construction industry — city bylaw, underwriters, definition of terms applied to heating and air conditioning, use of HRA and A.C.A. manuals for heat loss and heat gains, pipe sizing and location of outlets and inlets in residential installation, types of fans, air flow and types of instruments used, calculations in ventilation requirements, heating and pipe sizing by velocity, use of charts and tables.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
January 20 to March 26

Propane

Propane Gas (Fitter S2) HT 919

This course provides the student with the necessary background in trade theory and practice to write the Fuel Safety Branch Propane Gas Fitter "S2" Licence examination.
Course Content: Properties of propane gas, basic requirements, for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, cylinder filling, location and storage propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating system, domestic hot water heaters.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
90 hours Fee: $112.50
January 26 to May 6

Propane (Plant Operator 3) HT 921

To provide the necessary knowledge on propane to write the Fuels Safety Branch Plant Operators Licence.
Course Content: Properties of propane safety procedures, filling of propane containers and propane powered vehicles, maintenance of filling plant.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
6 hours Fee: $18.00
May 12 to 14

Plumbing

Plumbing Basic PLUM 900

An introduction to domestic plumbing theory and practice. Content includes an examination of such topics as materials and fittings, correct procedure for measuring pipe lengths, trapping and venting of plumbing fixtures and plumbing design for single family dwellings. A portion of the course includes demonstration and "hands on" practice involving the commonly used pipe materials and tools.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 12 to March 18

Plumbing Qualification PLUM 902

Course Content: A refresher course in general plumbing theory primarily designed to prepare the student for writing the Certificate of Qualification examination. Because of the scope, necessary depth is not stressed. The student should already be familiar with trade terminology and practice.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 13 to March 19

Plumbing Design and Installation PLUM 904

Prerequisite: Ontario Certificate of Qualification in Plumbing.
Course Content: A comprehensive review of the area with which a candidate for the Master's Licence is expected to be familiar. The content includes pertinent labour legislation, application of discounts, overhead and profit, material take-off, discussion of the provincial plumbing code and considerable practice in the drawing of drain plans and stack elevations together with the sizing of the piping.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 13 to March 19

Appliance Servicing

Appliance Servicing Part I (Electrical Fundamentals and Ranges) AP 903

This course provides the student a basic background on electrical theory and practice as applied to major appliances with particular stress on electrical ranges.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of conventional ranges.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 20 to March 26

Appliance Servicing Part II (Domestic Refrigeration) AP 904

This course provides the student a basic background on theory and repair practice for domestic refrigerators, freezers and window air conditioners, fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 20 to March 26

Appliance Servicing Part III (Laundry Equipment) AP 905

Prerequisite: Satisfactory completion of AP 903 Appliance Servicing Part I or equivalent.
Course Content: Theory and operation of automatic washers, dryers, and dishwashers, fault finding and repair procedures, circuit tracing, service analysis.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 19 to March 25

Commercial Appliance Servicing (Kitchen Equipment) AP 911

Prerequisite: Gas Fitter II Certificate of Qualification
As the Metropolitan areas of Canada have grown rapidly in the last decade, so has the need for skilled people to service the equipment used in the kitchens of convention centres, hotels, hospitals, etc.
This course deals with the mechanical technology required to service, troubleshoot and repair the following commercial gas and electrical kitchen appliances: fryers, ranges, ovens, toasters, compartment cookers, kettles, food wells, low pressure boilers, waffle irons and grills.
This course also deals with the electrical technology of series control and parallel control circuits required to service, repair and troubleshoot commercial kitchen appliances.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 27 to April 2

Refrigeration

Refrigeration — Part I REF 900

Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 20 to March 26

Refrigeration — Part II REF 911

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, electricity as applied to basic circuits and components, defrost methods, time clocks, compressor drives, test instruments and application, piping, temperature and pressure control, refrigeration application, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, motor starting (relays, starters, contractors) and motor overload protection, heating and cooling thermostats and trade safety.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
90 hours Fee: $112.50
January 27 to May 7

Carpentry

Carpentry for the Homeowner — Basic CAR 901

Course Content: This course covers the use of the common hand and power tools associated with home use. The students acquire a basic knowledge of the methods and materials required to maintain the home or cottage by efficient carpentry practices.

Thurs. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
January 8 to March 12
June 9 to July 9

Surveying

Construction and Engineering Surveying — Part II SURV 901

Prerequisite: SURV 900 or equivalent. This course uses techniques learned in SURV 900 to develop methods of solving common on-site problems.
Course Content: Azimuths and bearings; solution of triangles; circular geometry; roads and layout; sewers and sewer layout, building layout; grades and drainage.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 20 to March 26

Low Energy Building Technology ECT 905

Energy efficiency is a feature most home buyers are asking for every year. This specialized course is available for apprentice and journeymen carpenters and other construction trades. Students gain practical experience and a thorough understanding of the techniques used to build homes to the R-2000 standard of energy efficiency. Topics covered include: heat transfer and moisture movement; air sealing methods, materials and testing; passive solar design methods, materials and testing; passive solar design; HOTCAN energy use prediction; construction techniques; heating, ventilation and heat recovery; marketing opportunities and government programs; low energy retrofit.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
February 10 to April 16

***For more information* about this course, please call 967-1212, ext. 2481.**

Masonry/Concrete

Bricklaying MAS 900

Course Content: This course provides the student with the knowledge of the tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 13 to March 19
March 24 to May 28

Construction

Construction Specifications & Contract Law SPEC 901

Prerequisite: Successful completion of "Principles of Construction Specification".
This course covers the following topics: responsibilities of a senior specifier; general conditions of the contract document — philosophy, impartiality, comprehensiveness, owner/contract agreement, shop drawings, guidelines; client/design consultants agreement — ACEC 31, RAIC 6, Guidelines and Schedules; construction liability insurance — claims, deductibles, estimates, taxes; risk insurance; national program administrators; surety bonds — security bid, performance bond, maintenance bond, holdback payment, CGDC documents; contract administration field service; legal terms; trends in court; legislation — Lien Act, Safety Act.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
30 hours Fee: $37.50
January 7 to March 11

TRAINING IN HOUSING REHABILITATION SKILLS:

George Brown College, in cooperation with the Canada Mortgage and Housing Corporation (CMHC), is offering two of four courses in the "Training in Housing Rehabilitation Skills" program.

Inspecting Dwellings and Introduction to Specification Writing CES 813

Designed to improve the knowledge and skills of those involved in the housing rehabilitation and renovation field, this course is of particular interest to contractors, building inspectors, appraisers, property managers and real estate agents.

The following topics are covered: inspecting an existing dwelling; identifying systems and components of the dwelling; identifying problems and their causes; recording and writing up deficiencies and describing the work required for repair and replacement; introduction to specification writing.

The course includes supervised on-site dwelling inspections.

Sat. 8:30 a.m. to 5:30 p.m. Casa Loma Campus
48 hours Fee: $213.00 Materials: $65.00
January 17 to February 2

For more information **about this program, call Mr. E.A. Gould at 967-1212, ext. 2434.**

Residential Specification Writing and Cost Estimating CES 815

Prerequisite: CES-813 Inspecting Dwellings.
The second of 4 courses in the series, "Training in Housing Rehabilitation Skills", this course is designed to improve the contract documentation skills of those involved in the residential rehabilitation and renovation field. Those who have already participated in Course I, Inspecting Dwellings and Introduction to Specification Writing, and have a basic knowledge of building materials and methods of construction and terminology plus practical experience benefit most from this course.
The following topics are covered: on-site drawings, specification writing, cost estimating, and introduction to contract administration.

Wed. 7 to 10 p.m. Casa Loma Campus
48 hours Fee: $213.00 Materials: $65.00
January 21 to May 6

Stationary Engineering

The Stationary Engineering courses are structured into modules encompassing the required subject content to prepare the student to write Ministry examinations for accreditation towards certification. However, enrolment in any of these courses does not automatically entitle the student to write the Ministry examinations. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities. Additional modules are offered in the fall and spring terms.

Power Plant Electrics and Instrumentation — 1st Class STAT 915

Course Content: This course covers the following topics: Electricity (IV); Instrumentation and Controls (IV).

Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $37.50
April 9 to June 11

Power Plant Statics and Fluids — 1st Class STAT 917

Course Content: This course covers the following topics: Strength of Materials (I); Fluid Mechanics (I).

Thurs. 6 to 9 p.m. Casa Loma Campus
27 hours Fee: $33.75
January 29 to March 26

Power Plant Applied Science — 2nd Class STAT 921

Course Content: This course covers the following topics: Mathematics (III); Physics (III); Thermodynamics (III).

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
39 hours Fee: $48.75
March 30 to May 11

Power Plant Chemistry — 2nd Class STAT 922

Course Content: This course covers the following topics: Fuel Systems and Combustion (III); Water Treatment (III).

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
33 hours Fee: $41.25
May 25 to June 29

Power Plant Boilers and Auxiliaries — 2nd Class STAT 923

Course Content: This course covers the following topics: Steam Boilers (III); Steam Plant Auxiliary Equipment (III); Enforcement of Safety Acts, Codes and Regulations (I).

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
36 hours Fee: $45.00
January 5 to February 11

Power Plant Heating, Refrigeration and Air Conditioning — 2nd Class STAT 924

Course Content: This course covers the following topics: Air and Gas Compression (III); Heating, Refrigeration and Air Conditioning (III).

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $30.00
February 23 to March 18

Power Plant Applied Science — 3rd Class STAT 931

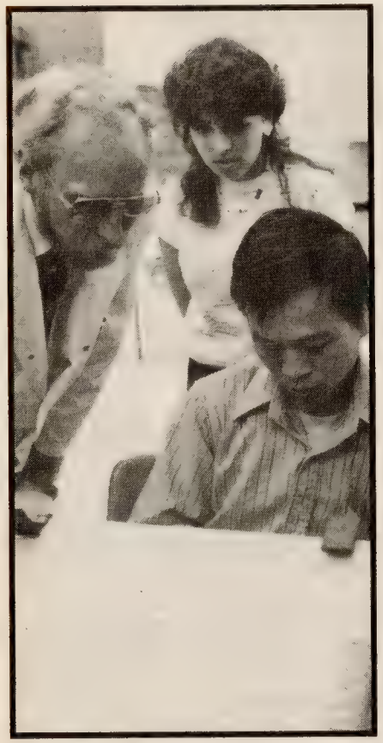
Course Content: This course covers the following topics: Mathematics (II); Physics (II); Thermodynamics (II).

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
36 hours Fee: $45.00
May 19 to June 25

Power Plant Heating, Refrigeration and Air Conditioning — 3rd Class STAT 934

Course Content: This course covers the following topics: Air and Gas Compression (II); Heating, Refrigeration and Air Conditioning (II).

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $37.50
February 24 to March 26



Power Plant Electrics and Instrumentation — 3rd Class STAT 935

Course Content: This course covers the following topics: Electricity (II); Instrumentation and Controls (II).

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
33 hours Fee: $41.25
April 7 to May 12

Power Plant Applied Mechanics — 3rd Class STAT 936

Course Content: This course covers the following topics: Turbines (I); Internal Combustion Engines (II).

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
18 hours Fee: $22.50
January 27 to February 12

Power Plant Applied Science — 4th Class STAT 941

Course Content: This course covers the following topics: Mathematics (I); Physics (I); Thermodynamics (I).

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $37.50
February 10 to March 12

Power Plant Heating, Refrigeration and Air Conditioning — 4th Class STAT 944

Course Content: This course covers the following topics: Air and Gas Compression (I); Refrigeration and Air Conditioning (I).

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $30.00
January 6 to January 29

Power Plant Electrics and Instrumentation — 4th Class STAT 945

Course Content: This course covers the following topics: Electricity (I); Instrumentation and Controls (I).

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $37.50
April 28 to May 28

Power Plant Applied Mechanics — 4th Class STAT 946

Course Content: This course covers the following topics: Lubrication Theory (I); Internal Combustion Engines (I).

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $30.00
March 24 to April 16

Coatings Technology

Chemical Technician — Coating

The following courses are approved and certified jointly by George Brown College and the Toronto Society for Coatings Technology. The courses are designed to be taken separately. Credits may be accumulated towards the *Chemical Technician — Coatings Certificate.*
For more information about the Coatings Technology program, call Shirley Holloway, 967-1212, ext. 3380.

Resins "C" COAT 205X

A study of the raw materials, manufacturing methods, chemistry, film formation, properties and uses of lacquer and hydrocarbon, phenolic, amino, silicone and water-borne resins.

Tues. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
February 3 to May 12

Coatings Laboratory COAT 101X

Prerequisite: COAT 101 or equivalent.
Course Content: Quality control of raw materials, preparation and evaluation of lacquers, varnishes, solvent and waterborne coatings, report writing. Enrolment limited.

Sat. 9:30 a.m. to 2 p.m. St. James Campus
60 hours Fee: $75.00
February 7 to May 16

Paint Flow and Pigment Dispersion COAT 206X

Course Content: Viscosity, viscometer, interconversion of viscosity units, factors affecting viscosity, brushing, levelling, sagging, settling. Dispersion of pigments, ball and pebble mill, sand mill, attritor, three-roll mill, high speed disperser. Assessment of pigment dispersion. Mill-base and let down stages.

Thurs. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
February 5 to May 14

Polymer Chemistry COAT 210X

Definitions, classification of polymers, polymer classification, primary and secondary forces, theory of functionality, molecular weight and its distribution, configurations and conformations of polymer chains, morphology, polymerization conditions, addition-condensation polymerization, copolymerization, degradation and stabilization of polymers, properties of polymers, polymer solutions, solvent-pigment-binder interactions.

Wed. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
February 4 to May 13

An Introduction to Occupational Safety and Hygiene COAT 909

This course is designed to introduce the student to the fundamentals of occupational health and safety. The following topics are covered: general principles, occupational toxicology, solvents, metals, dusts, ventilation, physical hazards, noise, laboratory safety, information sources, occupational health and safety regulations, industrial hygiene controls, occupational hygiene management and toxic waste control.

Thurs. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
February 5 to May 14

Statistical Process Control COAT 910

This course introduces the student to methods of improving the quality and reducing the costs of industrial products by eliminating defects in the early stages of production rather than at the end. The following topics are covered: parts analysis; concept of variation; histograms; normal curve analysis; scatter diagrams; control charts; gauge repeatability and reproducibility.

Mon. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
February 2 to May 11

Electro-Mechanical

Certificate in Digital and Microprocessor Techniques

The Electro-Mechanical Division is offering a part-time Certificate Program in Digital and Microprocessor Techniques.
This program comprises six (6) compulsory courses and three (3) elective courses. The program is designed for those who wish to obtain a working knowledge of microprocessors. It will be of particular interest to Electronics Technicians. However, anyone holding a Secondary School Diploma with Grade XII Math and English (or equivalent) with a background of basic electronics and transistors will be able to register.
Students are expected to complete the program in three years. Students may apply for credits for program subjects taken at George Brown College or other institutions. For students proceeding to a Certificate, the College grading system will apply.

INTERVIEWS
Students enrolling in the program initially and seeking exemptions will require to be interviewed by the Electronics Dept. of the Electro-Mechanical Division at St. James Campus, 200 King St. E.
WINTER 1987
Wednesday, Dec. 10, 6 to 8 p.m.
Wednesday, Dec. 17, 6 to 8 p.m.
Students who are unable to attend on the above mentioned dates due to extenuating circumstances, may request an interview to be held during the following times:
Jan. 5 to Jan. 9, 2 to 3 p.m.
To make an appointment please call 967-1212, ext. 3340.

OPTIONAL LAB FEES
In some courses it may be beneficial for the student to borrow the College training kit for "In Home Practice" for the duration of the course. In this case, an optional lab fee is charged and will be refunded less a User Fee of $30 if the kit is returned in working condition.

TOTAL NUMBER OF COURSES: 6 COMPULSORY; 3 ELECTIVES

COMPULSORY COURSES
ELTC925
Digital Principles.
ELTC926
Digital Principles Advanced.
ELTC927
Troubleshooting Digital Circuits
ELTC928
Introduction to Microprocessors and Microcomputers.
ELTC929
Principles of Microcomputer Interfacing.
ELTC930
Troubleshooting Microprocessor based systems.

ELECTIVE COURSES
ELTC931
Interfacing Techniques Advanced.
ELTC932
Microcomputer Systems Software.
ELTC933
Microcomputers in the Analogue World.
ELTC934
Microcomputers and Process Control.
ELTC935
Microcomputers in Industrial Control.
ELTC936
Microcomputers and Data Communication.

The electives will be offered at the discretion of the Electronics Department.

Digital Principles ELTC 925

Prerequisite: Basic Electronics and Transistor Theory.
Course Content: Binary systems, binary codes; gates; flip flops; counters; serial and parallel registers; encoders; decoders. Theory will be reinforced by practical laboratory experiments.
Equivalents: ELTC 906; ELTC 920.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 12 to March 16

Digital Principles (Advanced) ELTC 926

Prerequisite: Digital Principles ELTC 925.
Course Content: Wired or; open collector and tri state logic; multiplexing; demultiplexing; digital comparators; adders; memory circuits; MSI and LSI; programmable logic and gate arrays. Theory will be reinforced by practical laboratory experiments.
Equivalent: ELTC 920

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 7 to March 11

Troubleshooting Digital Circuits ELTC 927

Prerequisite: Digital Principles ELTC925 and Digital Principles (Advanced) ELTC926.
Course Content: Manufacturers specifications for TTL, CMOS, ECL. Use of logic probe; current probe; oscilloscope; storage scope; theory will be reinforced by practical laboratory experiments; practical troubleshooting exercises on digital systems.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 6 to March 10

Introduction to Microprocessors and Microcomputers ELTC 928

Prerequisite: Digital Principles (Advanced) ELTC926 Circuitry and Signals.
Course Content: Microprocessor architecture: machine language programming, instruction sets; addressing modes; I/O programming; based on the MC6800 MPU. An optional lab fee deposit of $150.00 will permit the student home use of the MPU trainer for the duration of the course; of which $125.00 is refundable if the trainer is returned in working order. Theory will be reinforced by practical laboratory experiments.
Equivalents: ELTC 906A; ELTC 917; ELTC 921; Certification Program.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 6 to March 10

Principles of Microcomputer Interfacing ELTC 929

Prerequisite: Introduction to Microprocessors and Microcomputers ELTC928.
Course Content: Components of an interface; tasks of an interface; programmed I/O; principles of programme interrupt; display multiplexing; keyboard scanning; writing a simple monitor programme; ASC II keyboards. Theory will be reinforced by practical laboratory experiments.
Equivalent: ELTC 918

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 7 to March 11

Troubleshooting Microprocessor Based Systems ELTC 930

Prerequisites: Troubleshooting Digital Circuits ELTC 927, and Principles of Microcomputer Interfacing ELTC 929.
Course Content: Static testing techniques with the processor halted; dynamic testing techniques with processor running; in circuit emulation; logic analyzers; signature analysis. Practical troubleshooting exercises on the lab microcomputers.
Equivalent: None

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 7 to March 11

Interfacing Techniques (Advanced) ELTC 931

Prerequisite: Principles of Microcomputer Interfacing ELTC929.
Course Content: Interfacing for video terminals; interfacing for cassette tape, floppy disks, and printers; interface standards. Theory will be reinforced by practical laboratory experiments.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 12 to March 16

Microcomputer Systems Software ELTC 932

Prerequisite: Interfacing Techniques Advanced ELTC 931.
Course Content: The CP/M operating system; built-in functions; utility programs; application programs.
Use of assembler and editor; program debugging using DDT; communicating with peripheral devices; printers; disk drives; batch processing. Using an application program; Supercalc.
Overview of other operating systems: MS DOS; APPLE DOS. Theory will be reinforced by practical applications on a microcomputer.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 8 to March 12

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Microcomputers and Process Control ELTC 934

Prerequisite: Microcomputers in the Analogue World ELTC 933.
Course Content: Feedback control principles; on/off; proportional; proportional plus reset; proportional plus rate; programmable controllers; transducers.
Theory will be reinforced by practical laboratory experiments.
Equivalent: None

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 8 to March 12

Microcomputers and Data Communication ELTC 936

Prerequisite: Principles of Microcomputer Interfacing ELTC929.
Course Content: Principles of data communication; base band system principles; digital modulation ASK; FSK; and PSK; error control coding; local area network service (LANS).

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 6 to March 10

Electronics

Electronic Fundamentals (Part I) ELTC 900

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; DC circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; AC source, vectors; reactance; impedance; resonance; AC power; electric meters; transformers, resonant circuits; AC circuits.

Mon. and Wed. 6:30 to 9:30 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $20.00
Laboratory Fee: $20.00
January 12 to March 18

Satellite Communications ELTC 937

Prerequisite: Basic knowledge of communications and/or industrial background in telecommunications.
Course Content: Home satellite reception, teleconferencing and multiple block data reception. Satellite systems: detailed comparisons and information packages on existing systems. Installation: correct procedures; testing; alignment; limitations of installations. Fault finding systems: information on equipment and procedures for troubleshooting as well as theoretical background on system components and signal flow.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 7 to March 11

VTR/VCR Theory and Practices (Advanced) ELTC 938

Prerequisite: VTR/VCR Theory and Practices.
Review of video tape recording formats; standards and signal processing; recording and playback channel analysis; comb filter applications; noise reduction and video enhancement techniques; analog and digital servo controls; time base correction (TBC) applications; time code longitudinal and vertical interval (VIT) recordings; video tape editing principles; subcarrier to horizontal timing (SCH) and frame selection.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 6 to March 10

Electronic Fundamentals (Part II) ELTC 901

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; basic power supplies, electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semi-conductors, diode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers coupling methods, power amplifiers, transistor oscillators; FET, UJT semi-conductors data sheets.

Tues. and Thurs. 6:30 to 9:30 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $20.00
Laboratory Fee: $20.00
January 6 to March 12

Cable Television Practice (Basic) ELTC 913A

Prerequisite: Recommendation of the employer in the associated field.
Introduction to T.V. sync and composite signals; b&w and colour, modulation channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops, coax cable characteristics, DB, VSWR, losses and reflection; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction; clearance, safety, handling splices, tap off, installation of amplifiers and passive devices, customer relations; fault finding and interference.

Mon. 7 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $20.00
January 12 to June 1

Cable T.V. Practice (Advanced) ELTC 914

Prerequisite: ELTC 913A, Cable Television Practice (Basic).
Review of basic C.A.T.V. Noise and distortion in amplifiers. Signal leakage. Troubleshooting: diagnosing problems; signal level meter operation and theory. Sweeping cable systems. Grouding. Pay T.V.: satellite distribution; C.A.T.V. interface; scrambling techniques. Basic system design theory.

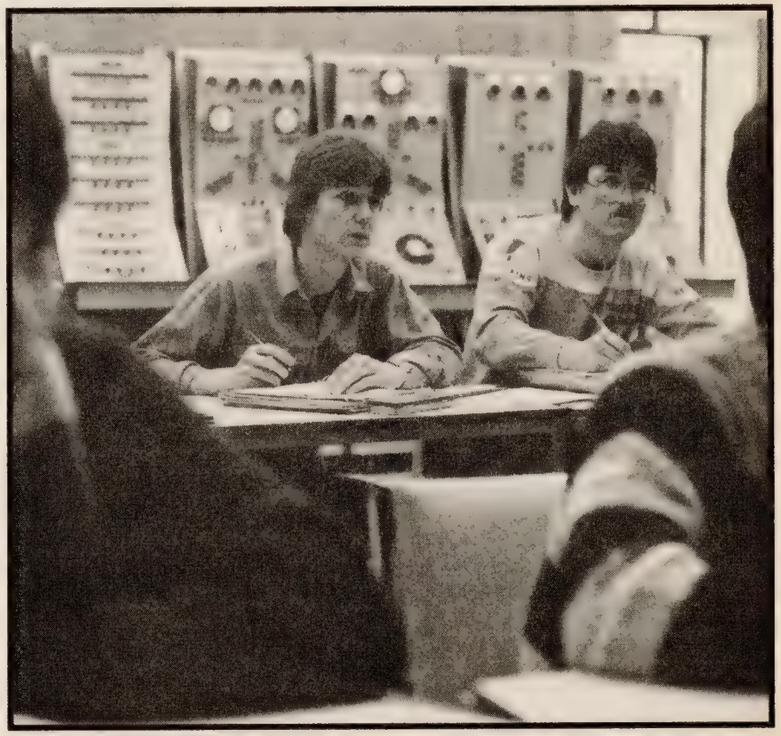
Thurs. 7 to 10 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 8 to March 12

Electrical

Electrical Apprentice Review EL 900

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 12 to March 18
March 30 to June 8



Hydro-Electric Power Commission Regulations (Master Electrician) EL 902

Prerequisite: At least fifth term apprentices, or journeymen.
Use of code book; application of regulations and tables; electrical installation,calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Qualification and Master Education.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $10.00
January 13 to March 19
March 31 to June 4

Electrical Construction and Maintenance I EL 907

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro-Electric Power Commission Regulations.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 12 to March 18

Electrical Construction and Maintenance II EL 908

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 13 to March 19

Electrical Construction and Maintenance III EL 909

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, Hydro-Electric Power Commission Regulations.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 13 to March 19

Electrical Drafting (Basic) A.T.E.C. Program EL 903

Course Content: Lettering, use of instruments, linework, orthographic projection, dimensioning, sections, architect scale; isometric projection; sketching; electrical and electronic symbols, basic electrical circuit diagram; transformers, relays, riser and block diagrams; residential wiring, illumination and electric heating.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $10.00
January 13 to March 19

A.C. Circuits EL 917

Prerequisite: EL 905 (Electrical Fundamentals) or equivalent MATH 117 (Mathematics) or equivalent.
This course covers the following topics: Review the simple alternator; sinusoidal voltage and current, instantaneous, average and effective values; capacitive and inductive reactance; impedance; series and parallel A.C. circuits; power in the single-phase A.C. circuit; power factor and power factor correction; phasor diagrams; transformer principle; voltage, current and power in the balanced three-phase circuit.

Mon. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 5 to March 12

Industrial Electronic Controls (Part II) EL 911

Prerequisite: EL 910 or equivalent. A good knowledge of Algebra is required.
Course deals in more depth with devices discussed in EL 910 utilizing a combination of devices in more complete circuits.
Course Content: Calculations of circuit components and selection of solid state devices, using data sheets for circuits such as: filtered power supplies, regulated power supplies, transistor circuits, D.C. amplifiers, complementary amplifiers, Darlington amplifiers, differential amplifiers, operational amplifiers, unijunction transistors and thyristors. Theory and shop.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
72 hours Fee: $90.00 Materials: $8.00
January 13 to April 2

Industrial Electronic Static Logic Part IV EL 913

Prerequisite: EL 912 or equivalent.
Course Content: Advanced digital circuit and applications in industrial control systems. Introduction to microprocessors and basic micro-processor programming. Introduction to programmable controllers and basic programming of programmable controllers. Theory and shop.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 12 to March 18

Electrical Pre Exam EL 950

Prerequisite: Designed for journeymen who are seeking interprovincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 12 to March 18
March 30 to June 8

Power Plant Electrical Shop EL 128X

Prerequisite: Basic electrical theory or equivalent.
This course is designed to introduce the student to the basic hands-on practical electrical maintenance procedures required to maintain the equipment commonly installed in a registered fourth class stationary power plant.

Tues. 6 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $65.00
January 13 to April 21

Plastics Processing Equipment Mechanic

George Brown College, in cooperation with the Society of Plastics Industries, has developed the Plastic Processing Equipment Mechanic Program. This program has been divided into courses and certificates in order to make it more convenient to people wishing part-time upgrading in the evenings.
Persons not wishing certificates may choose any course of study, in their order of needs.
All successfully completed courses count as credits towards the various levels of certificates listed below.
Basic Certificate — Prerequisite: Related industrial experience.
Intermediate Certificate — Prerequisite: Basic Certificate
Advanced Certificate — Prerequisite: Intermediate Certificate

Courses offered this term:

Electronics Basic EL 919

This course covers the following topics: electronic symbols; characteristics; operation and basic application of semi-conductor diodes; bipolar transistors; transistor biasing; FET transistors; transistor circuits; analysis of electronic amplifiers; operational amplifiers and power supplies. The student will learn to troubleshoot, repair and maintain electronic circuits and to isolate problems of greater nature. The student should have completed the basic electricity course before attempting this course.

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
36 hours Fee: $45.00 Material Fee: $12.00
January 6 to March 24

Code	Course Title	Hours	Certificates		
			BASIC	*INTERM.*	*ADVANCED*
MILL 902	Fluid Power	60	●		
EL 918	Electricity	36	●		
BPR 901	Blueprint Reading	30	●		
MILL 900A	Mech. Maintenance 1	60	●		
EL 919	Electronics	36		●	
MILL 900B	Mech. Maintenance 2	60		●	
PL 907	Quality Control	30		●	
PL 908	Plastic Material Techy.	30		●	
MOLD 900	Mould Maintenance	36			●
MOLD 901	Moulding Technology	60			●
ENG 928	Business Orientation	30			●
EL 928	Programmable Controls	36			●
MATH 605	Trade Calculations	90	●●●	●●●	●●●

●●●Trade Calculations (MATH 605) is not compulsory but is a good review of basic mathematical principles for those students who are weak in the subject.
The cost of each course is $1.25 per hour. Some courses may have a material fee.
These courses and certificates have been developed in co-operation with the Society of Plastic Industries (SPI) and George Brown College. For further information call 967-1212, ext. 2247.

Quality Control PL 907

This course is designed to introduce the student to the methods of controlling the quality of the components by recognizing flaws originating from the moulding process. The course will also teach the student to do basic measurements such as weight shrinkage and physical size.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
30 hours Fee: $37.50
January 7 to March 11

Plastic Material Technology PL 908

This course will enable the student to become familiar with the various types of plastics used in the manufacturing industry. The student will be able to recognize the different plastics by their individual characteristics.

Tues. 7 to 10:00 p.m. Casa Loma Campus
30 hours Fee: $37.50
January 6 to March 10

Mould Maintenance MOLD 900

This course will allow the student to become familiar with the problems encountered with the tooling used in the moulding process. The student will be able to make minor repairs such as touch-up polishing and adjustments to the cooling and heating systems.

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
36 hours Fee: $45.00
March 3 to May 19

Moulding Technology MOLD 901

This course is designed to introduce the student to set-up, start-up, troubleshoot and tryout procedures of moulding machines.

Tues. & Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
February 3 to April 9

Programmable Controls EL 928

This course covers the following topics: relay ladder logic instructions; non relay instructions; drum, math and word instructions; programming examples; definitions; troubleshooting; interfacing and commissioning. The student should have completed the Electricity and Electronics courses before attempting this advanced level course.

Tues. & Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
36 hours Fee: $45.00 Material Fee: $12.00
March 31 to May 7

Machine Shop

General Machine Shop (Pre-Employment) MACH 906B

This basic introductory course is designed specifically for those people with no machine shop experience and proceeds at a slower pace than MACH 906A.
Instruction, lectures and assignments are given in benchwork, drilling, sawing, lathe turning, milling and grinding.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $20.00
January 6 to March 12
March 17 to May 21

Precision Measurement MACH 907

Course Content: This course is a basic introduction to precision measurement and is designed for those who wish to start in the field of Statistical Process Control (SPC). The following topics are covered: Basic instrumentation; surface plates; micrometers; verniers; gage blocks; indicators; squares; fundamentals of dimensional metrology.

Wed. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $37.50 Lab Fee: $15.00
January 7 to March 11

Introductory Metallurgy MACH 908

Course Content: This course is a basic introduction to metallurgy, consisting of 15 hours of theory and 15 hours of laboratory work. The following topics are taught: Metal and alloy characteristics, grain and crystal structure, properties measuring and testing, selection and use, refining, solidification and casting, hot and cold forming, heat treatments, welding and soldering, identification.

Mon. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $37.50 Lab Fee: $15.00
January 5 to March 9

Machine Shop Practice MACH 910

Prerequisite: Students must have machine theory knowledge.
Course Content: This course is designed specifically for drafting students who wish to obtain practical hands-on machine shop skills. Demonstrations and assignments are given in layout, drilling, sawing, milling, grinding and lathe work.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
45 hours Fee: $56.25
January 6 to February 24

Numerical Control

Computer Numerical Control I NC 900

Prerequisite: Knowledge of machine shop practices with Grade 12 mathematics.
This course is a practical, hands-on approach to numerical control programming. Class size is limited to give the participant maximum involvement in the course. Topics covered include: principles of numerical control; machine types and co-ordinate systems; machine codes; canned cycles; subroutines; tape preparation; machine set-up and operation.

Mon. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $156.00 Material: $30.00
January 19 to March 23

Computer Numerical Control II NC 903

Prerequisite: Minimum "B" grade, NC 900 or equivalent.
This course is designed to build on the theory and practical experience gained in C.N.C. I. Emphasis is placed on advanced manual programming and C.N.C. machining techniques. Class size is limited to give the participant maximum terminal and machine tool time during the course. The topics covered include: basic C.N.C. review; machining centre control systems; speed, feed and power requirements; cutter compensation; advanced programming techniques; machine set-up and operation.

Tues. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $156.00 Material: $50.00
January 20 to March 24

Computer Assisted Part Programming (A.P.T.) II NC 905

Prerequisite: Minimum "B" grade, NC 906 or equivalent.
This course offers a practical hands-on experience in advanced computer assisted part programming. Class size is limited to give the participant maximum terminal and machine time. It is designed to build on the theory and practical experience gained in A.P.T. I. Topics covered include: review of basic computer assisted part-programming; geometry definitions; macros and looping logic; matrices; multiple branching techniques; machine set-up and operation.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
60 hours Fee: $312.00 Material: $50.00
January 10 to March 14

C.A.D.

Computer Aided Design (CAD) I NC 906

Prerequisite: Minimum two years drafting experience with a good knowledge of drawing office math.
This course offers a practical hands-on introduction to computer aided design drafting. Small class sizes allow the participants to follow an individually paced program in the form of projects designed to highlight the course. The topics covered will include: introduction to C.A.D.; types and uses of C.A.D. systems; system commands; basic shape generation; manipulation; dimensioning; 2 to 3 dimensional representation; plotting of drawings. Participants will also have access to the C.A.D. Centre during the length of the course.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $312.00 Material: $50.00
January 10 to February 7

Computer Aided Design (CAD) II NC 907

Prerequisite: Minimum "B" grade, C.A.D. I
This course offers a hands-on experience in advanced graphic techniques. Small class sizes allow the participants to follow an individually-paced program designed to build on the theory and experience gained in C.A.D. I. Topics covered during the course will include: review of basic construction techniques; advanced shape generation; introduction to layers; pattern/symbol creation; the use of patterns to maximize efficiency; plotting. Participants will also have access to the C.A.D. Centre during the length of the course.

Sat. 9 a.m. to 3 p.m.
Casa Loma Campus
30 hours Fee: $312.00 Material: $50.00
February 14 to March 14

Millwright

Mechanical Maintenance MILL 900B

This course is designed specifically for those interested in the Intermediate Millwright Apprentice program.
Instruction, lectures, demonstrations and assignments are given in the following: Gear types, terminology, speed calculations, simple and compound gear trains, couplings, selection and alignment, clutches, types, application and over-riding limits, balancing, single plane and vibration, vee belts, belt drives and chain drives, plain and anti-friction bearing, identification, installation, fits and clearances.
Shop assignments include machine tool operation, and fitting bearings and aligning couplings.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
January 6 to March 12

Welding and Fabrication

The welding and fabrication courses outlined below are designed to develop specific practical welding or fitting skills. Appropriate theory specifically related to the use of equipment and the techniques involved in the development of these skills is included in each course. For those interested only in the theoretical aspects of welding and flame cutting, two courses, Welding Theory I and Welding Theory II, are offered.

All successfully completed courses count as credits toward the various certificates listed below:

Course Number	Course Titles	Certificates					
		BASIC WELDING	*INT. MED. WELDING*	*ADVANCED WELDING*	*METAL FABRICATION*	*WELDING OPERATOR*	*WELDING FITTER*
WELD 920	Welding Theory I	●	●	●	●	●	●
WELD 921	Welding Theory II		●	●	●	●	●
WELD 922	Welding I (General)	●	●	●	●	●	●
WELD 923	Welding II (General)	●	●	●	●	●	●
WELD 924	Welding III (General)	●	●	●		●	●
WELD 925	M.C.C.R. Certification I (Plate)		●	●		●	●
WELD 926	M.C.C.R. Certification II (Plate)		●	●			●
WELD 929	Pipe Welding I (SMAW-Uphill)			●			
WELD 931	Pipe Welding III (GTAW/SMAW-Uphill)			●			
WELD 934	Gas Metal Arc Welding I		●	●	●	●	●
WELD 935	Gas Metal Arc Welding II			●			●
WELD 937	Gas Tungsten Arc Welding I			●			●
WELD 938	Gas Tungsten Arc Welding II			●			●
WELD 940	Welding Fabrication I				●		●
WELD 941	Welding Fabrication II				●		●
ENDR 572X	Blueprint Reading for the Welding Trade				●	●	●
ENDR 901	Technical Drawing — Part I				●		●
MATH 610X	Trade Mathematics I				●		●
ENG 908	English Upgrading 10					●	●

Welding Tests

The Metal Fabrication Department operates a testing program as a service to welders wishing to update their qualifications by taking tests leading to certification. As an additional service, practice sessions prior to testing can be arranged if required. All enquiries should be directed to Mr. G. Betts, Chairman, Metal Fabrication Technology Department, 967-1212, ext. 2243.

Welding Theory I WELD 920

This course is designed to introduce the theoretical aspects of shielded metal arc welding (SMAW), oxy-acetylene welding (OAW), and oxy-fuel gas flame cutting (OFC).
Course content: Safety in SMAW, OAW, and OFC operations. Basic principles of processes and operation of equipment. Process theory including weldable/cutable metals, welding techniques, current types, polarity, cutting gases used, etc. Joint design, preparation and fit-up. Control of distortion.

Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $25.00
January 6 to March 10

Welding Theory II WELD 921

This course is designed to introduce the theoretical aspects of gas tungsten arc welding (GTAW) and semi-automatic and automatic gas metal arc welding (GMAW), including flux-cored arc welding (FCAW).
Course Content: Safety in GTAW and GMAW operations. Basic principles and operation of equipment. Process theory including weldable metals, welding techniques, effects of change of variables such as gas flow rates, current and voltage settings, travel speed, wire feed speeds, etc. Joint design, preparation and fit-up.

Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $25.00
March 17 to May 19

Welding I — General WELD 922

This course is designed to introduce the basic principles involved in the use of the shielded metal arc welding (SMAW) and oxy-acetylene welding processes.
Course Content: Safety precautions involved in the use of shielded metal arc and oxy-acetylene equipment. Oxy-acetylene fusion welding of tee, lap, corner, and butt joints in the flat and horizontal positions. Braze welding of tee and lap joints in the flat position. Cutting with manual oxy-acetylene equipment. Shielded metal arc welding of tee and lap joints in the flat and horizontal positions with E6010/11 (E41010/11) and E6013 (E41013) electrodes using single and multiple pass beads and weaves.

Mon. & Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00
March 16 to May 27

Welding II — General WELD 923

Prerequisite: WELD 922 or equivalent experience.
This course is designed to build upon the work done in Welding I and introduce more advanced techniques using the shielded metal arc welding (SMAW) and oxy-acetylene welding processes.
Course Content: Review of WELD 922.
Oxy-acetylene fusion welding of tee, lap, corner and butt joints in the vertical up position. Braze welding of tee, lap, and butt joints in the vertical up position. Cutting with manual oxy-acetylene equipment. Shielded metal arc welding of tee and lap joints in the horizontal and vertical up positions using multi-pass weaves. Welding of corner, tee, lap, and butt joints in the vertical down position on medium and light gauge mild steel. Electrodes used include E6010/11, E6013 and E7018.

Mon. & Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 16 to May 27

Welding III — General WELD 924

Prerequisite: WELD 922 and WELD 923 or equivalent experience.
This course is designed to further develop and refine all-position welding skills using the shielded metal arc welding (SMAW) process.
Course Content: Review of WELD 922 and WELD 923. Shielded metal arc welding of tee, lap, and corner joints in all positions with emphasis on multi-pass welding techniques using E6010/11 (E41010/11) and E7018 (E48018) electrodes. Introduction to edge preparation, fit-up and welding of single-vee butt joints in the flat position.

Tues. & Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 17 to May 21

MCCR Certification II — (Plate) WELD 926

Prerequisite: WELD 925 or equivalent experience. A pre-entry interview is required.
This course is designed to improve the welding skills acquired in WELD 925 and to prepare for a vertical and overhead position plate test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding.
Course Content: Review of WELD 925. Welding of open root single-vee butt joints in vertical (3G) and overhead (4G) positions to MCCR specifications using E6010/11 (E41010/11) and E7018 (E48018) electrodes. Guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. An additional fee is involved.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 16 to May 27

Pipe Welding III (GTAW/SMAW-Uphill) WELD 931

Prerequisite: 1) WELD 925, WELD 926, and WELD 929 OR 2) MCCR Certification for all position pipe welding.
This course is designed to improve the welding skills of candidates who are preparing for an All Position Pipe Welding Test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding.
Course Content: Review of WELD 925, WELD 926, and WELD 929. Correct preparation and fit-up of 2", 4", and 6" dia. pipe joints. Introduction and practice of root pass welding of plate and pipe joints with the GTAW process. Welding filler and cover passes using the uphill technique with E7018 low hydrogen electrodes.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. Students may elect to test on either 2" or 6" dia. pipe. An additional fee is involved.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $295.00
March 17 to May 21

Gas Metal Arc Welding II WELD 935

Prerequisite: WELD 934
The course is designed to build upon the work done in WELD 934 and to introduce more advanced techniques with the gas metal arc welding process.
Course Content: Review of WELD 934 including welding of flat position single-vee butt joints. Welding of single-vee butt joints in horizontal, vertical and overhead positions using solid wire. Guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR and the appropriate certificate issued to successful students. An additional fee is involved.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 17 to May 21

Gas Tungsten Arc Welding II WELD 938

Prerequisite: WELD 937 or equivalent experience.
This course is designed to build upon the work done in WELD 937 and to introduce more advanced techniques to weld various metals and joint types in horizontal and vertical positions.
Course Content: Review of WELD 937. Welding of low carbon steel, aluminum and stainless steel lap, corner and tee joints in the vertical position, and butt joints in horizontal and vertical positions. Introduction to the welding of light gauge carbon steel and aluminum tubing and tube joints.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 16 to May 27

Welding Fabrication I WELD 940

Prerequisite: WELD 922 or equivalent experience.
This course is designed to introduce the basic principles of layout and fitting as applied to miscellaneous metal fabrication.
Course Content: Safety in welding and metal fabrication. Review of WELD 922. Identification and selection of metals and structural shapes. Fundamentals of design of weldments. Safe use of hand tools and power operated fabrication machinery such as cut-off saws, band saws, drill presses. Layout and fabrication of simple metal projects from shop drawings using materials such as angle iron, channel, pipe, flat bar and plate. Manual flame cutting and welding of fabricated projects using shielded metal arc and gas metal arc welding processes.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 5 to March 11

Welding Fabrication II WELD 941

Prerequisite: WELD 922 and WELD 940 or equivalent experience.
This course is designed to build upon the work done in Welding Fabrication I and introduce more advanced fabrication techniques.
Course Content: Review of WELD 922 and WELD 940. Safe use of fabrication machinery such as hydraulic press brake, roll former, and shears. Layout and fabrication of metal projects involving bending and roll forming operations from shop drawings. Manual and automatic flame cutting of mild steel. Shielded metal arc and gas metal arc welding of fabricated projects.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 16 to May 27

Ornamental Metalwork I WELD 944

Prerequisite: WELD 922 or equivalent experience.
This course is designed for the hobbyist, and provides a general knowledge of the tools, machines, and materials essential to the art of ornamental metalwork.
Course Content: Review of WELD 922. Identification and selection of materials. Fundamentals of design. Use of hand tools and metal working equipment. Methods of twisting, forming and fastening metals, forming of scrolls. Surface decoration and finishing. Practical shop work consisting of the fabrication of various ornamental metal projects.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 6 to March 12
March 17 to May 21

Welding Inspection — Introduction WELD 946

This course is aimed at persons involved or interested in weld quality control.
Course Content: An introduction to welding processes and procedures and their use in the welding industry. Weld inspection duties. Qualification tests for welders. MCCR (Ministry of Consumer and Commercial Relations) and CWB (Canadian Welding Bureau) Certification procedures. Demonstrations of correct and incorrect welding techniques and the causes and control of weld faults. Methods involved in the preparation and testing of MCCR and CWB test specimens and interpretation of completed tests. Introduction to various methods of destructive and non-destructive weld testing.

Tues. & Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
40 hours Fee: $50.00
March 17 to April 28

Welding Process Technology & Quality Control WELD 947

This course is aimed at persons involved in or interested in setting up, operating and monitoring semi-automatic and automatic welding and cutting equipment. The processes covered are GMAW, FCAW, GTAW, SAW, ESW, and Plasma Arc cutting.
Course Content: Adjusting or changing variables such as wire feed speed, travel speed, amperage and voltage values, gas flow rates, gas types and mixtures, filler wire sizes, types and extension, flux compositions, etc. Applications of short circuiting, spray and globular transfer modes in GMAW. Use of manipulators. Automatic applications. Monitoring equipment to control quality and cost efficiency. Weld quality control by the application of non-destructive (visual) and destructive weld examination methods.

Mon. & Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 16 to May 27

Non-Destructive Testing

The following Non-Destructive Testing courses will be offered in co-operation with the Canadian Society for Non-Destructive Testing.
Classes are from 6:30 to 9:30 p.m.
For more information, contact: Mr. G. Betts, 967-1212, ext. 2243.
OR
Mr. W. Kennedy — 487-5415 or Mr. D. Shaw — 766-8233

Ultrasonics Level I TEST 900

This is a basic course in ultrasonics which will familiarize the student with the theory of ultrasonic testing and its practical applications. Classroom training for certification is in accordance with the Canadian General Standards Board (48-GP-7M).
Course Content: Introduction and testing philosophy; test principles, applications and capabilities; equipment; testing techniques; calibration.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
42 hours Fee: $225.00
February 4 to May 6

Ultrasonics Level II TEST 902

Prerequisite: Ultrasonics Level I or certification to the Canadian Government Specification Board Level I in ultrasonics or equivalent experience satisfactory to the instructor.
The course is specifically directed to students whose work requires that they be able to interpret the results of an ultrasonic test and ensure that the test is performed in accordance with applicable codes and standards. Inspectors, engineers, surveyors and supervisors will find this course of value.
Course Content: Review of the basic principles of ultrasonic testing; application and capabilities of available instrumentation; interpretation of results; knowledge of testing standards, codes, records and regulations.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
42 hours Fee: $225.00
February 4 to May 6

Industrial Radiography Level I TEST 903

This is a course directed to the radiographer who is preparing to write the Level I Industrial Radiography Examination and provides formal preparation for all phases of the examination. It is also of interest to personnel in supervisory, quality control or affiliated positions who require a knowledge of the fundamentals of radiography.
Course Content: Introduction to electromagnetic spectrum, velocity, frequency and wave length of light; generation of X-rays and gamma rays; mathematics of radiography — inverse square law, law of reciprocity; radiographic sensitivity — definition and contrast; aids to radiographic sensitivity; film-types and classes, densitometry, sensitometry; exposure charts; standards; radiation protection — federal and provincial regulations, safe working conditions; radiographic techniques; film interpretation.

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $275.00
February 3 to May 19

Industrial Radiography Level II TEST 904

Prerequisite: Industrial Radiography I or certification as a Level I Radiographer or equivalent experience satisfactory to the instructor.
This course is specifically directed to people whose work requires that they be able to interpret the results of radiographic tests. The emphasis will be placed on film interpretation, evaluation of film in accordance with codes, and use of codes. Inspectors, engineers and supervisors will find this course of value.
Course Content: Review of basic principles of radiography; equipment applications and capabilities; film interpretation; use of codes; records and regulations.

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $275.00
February 3 to May 19

Liquid Penetrant & Magnetic Particle Inspection (LPI/MPI) Levels I & II TEST 907

This course is designed to instruct the student in the theory and practice of liquid penetrant and magnetic particle inspection. The course meets the classroom training requirements for Levels I & II Certification as stipulated in CGSB standard 48-GP-9M and 48-GP-8M, respectively.
Course Content: Liquid penetrant — NDT and liquid penetrant testing; principles and methods of liquid penetrant testing; selection of penetrant test method and equipment; evaluation of liquid penetrant indications. Magnetic particle inspection — principles of magnets and magnetic fields; magnetization by means of electric currents; types of equipment and inspection materials, selection of the proper type of magnetization; principles of demagnetization; types of discontinuities located by magnetic particle testing; indications and interpretation.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $300.00
February 5 to May 21

Theatre Arts

Acting

Two levels of Acting are offered for two terms of eight weeks each, six hours per week.
The courses are conducted in the Theatre Department at 530 King St. East (at River St.).
All students wanting to enrol in these courses are required to attend a preliminary orientation session one week prior to the start of each term. The orientation session enables the teachers to advise students of the class most suitable for them and ensure a consistent level in each group, which is to everyone's advantage.

Orientation and Registration: Monday, January 12
Classes Begin: January 19 to March 11
Mon. & Wed.

Acting (Level 1) THEA 900

Exploratory exercises and improvisations designed to make the students aware of themselves and their resources.

7 to 10 p.m. twice weekly 530 King St. E
48 hours Fee: $60.00

Acting (Level 2) THEA 901

Text study, scene work, solo material and speeches for audition purposes.
Tues. & Thurs.
7 to 10 p.m. twice weekly 530 King St. E
48 hours Fee: $60.00
January 20 to March 12

***For more information*, please call 967-1212, ext. 3201 or 3202.**

Writing for the Theatre ELS 822

For course description, see page 32.

Be a Freelance Critic ELS 821

For course description, see page 33.

Acting for Film & Television Basic THEA 934

Classes are held in the video studio, Casa Loma Campus. Students get practical on-camera experience in a variety of comedy and dramatic scenes. Special topics are addressed on individual nights such as blocking, retakes, timing, emotion, presence, confidence and intensity.

Tues. or Wed. 7 to 9:30 p.m.
Casa Loma Campus
25 hours Fee: $31.25
January 20 or 21 to March 24 or 25

Acting for Film & Television Intermediate THEA 936

Prerequisite: Acting for Film & Television Basic — or equivalent
Students participate in on-camera workshops to develop their concentration, intensity, confidence, and character range. Students are encouraged to select individual study pieces that are close to their character range.

Fri. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $31.25
January 23 to March 27

Acting for Film & Television Advanced THEA 938

Prerequisite: Professional acting experience.
Professional level actors have the opportunity to workshop scenes on camera with other committed actors and to analyze their performance on play back. The classes emphasize building a character and explore what makes certain film and television characterizations work over long periods of time.

Thurs. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $31.25
January 22 to March 26

For more information about the Acting for Film and Television series, please call John Taylor at 967-1212, ext. 2482.

Toronto Theatrical Landscapes CES 845

For course description, see page 51.

The George Brown College

School of Dance

Lois Smith, Artistic Director

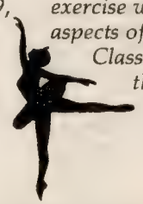
Complete ballet programs for both pre-professional and recreational students.
Winter Term January 26 to June 6
Audition for Junior and Senior Divisions by appointment.

Under the artistic direction of Lois Smith, former Prima Ballerina with the National Ballet of Canada, the School of Dance endeavours to provide comprehensive dance training to its professional, pre-professional and non-professional students. Although classes in other dance idioms are provided, the School is primarily ballet-oriented. The Continuing Education wing of the school encompasses our Children's (pre-professional), Adults' (non-professional) and Summer Schools.

Junior Division
For students aged 6 to 13, the Junior Division provides creative movement classes for its very youngest children. More formal ballet training begins by age 9, when students attend classes 2 or more times per week. Ballet classes are taught in a carefully graded curriculum drawing on Cecchetti, Royal Academy of Dance, Bournonville and Russian techniques.

Senior Division
Designed for more advanced students, aged 14 to 18 years, this division encompasses all the pre-professional levels. Pre-professional students attend classes up to five days per week and in addition to their daily ballet classes, study other dance forms such as modern, jazz or character in workshop situations, depending on their level. Students in the upper levels (Elementary and Intermediate) may also prepare for the standard Cecchetti examinations.

Adult Divisions
These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of ballet.
Classes are offered in the evening at various times throughout the week at the beginner through advanced level.



For further information regarding all School of Dance programs call the School directly at 363-9945.

Saturday Seminars

Make your Saturdays count this winter with special one-day seminars at George Brown College. In just a few hours you can sharpen your management skills, polish your writing, or learn the latest computer software.

Professional Telephone Sales Skills Seminar BUS 818

This course explores and explains the technique of professional telephone sales. Rather than a canned approach, professional sales techniques are explained. Listening skills are developed and students are exposed to a step-by-step plan for success in telephone selling. Through role plays, they will practise discerning customer attitudes, building rapport and trust, presenting the product, gaining commitment and closing the sale.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $125.00
March 7 or March 21

Managing Through Excellence Seminar BUS 819

Prerequisite: Practical business experience as a manager.
This seminar shows you how to put the key principles outlined in the book, *In Search of Excellence* into practice. Practical application of the following five key principles with case studies: existing for the customer, taking innovative action, fostering commitment from individuals, getting back in touch, instilling unique values. Each key principle is explained with practical examples of daily behaviour.
Executives and managers will be able to decide what unique steps they can take to higher implemenation of the key principles appropriate in their own organizations.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $125.00
February 7 or March 21

Management for Creativity and Innovation BUS 820

This seminar is for anyone who wishes to be more creative and innovative in their job. Creativity is, in part, an acquired skill. The ability of Canadian firms to compete effectively in a global economy depends on the firm's ability to innovate. This seminar will assist individuals in recognizing and developing the creative talents inherent in all of us. Creative problem-solving techniques such as brainstorming and synetics will be applied to actual problems facing business today. The use of creative techniques in planning, organizing, managing, financing and marketing will be developed. The course will draw upon cases from small businesses and big businesses in both the private and public sectors.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $125.00
February 28 or March 28

Time Management Seminar BUS 821

Are you reacting to crises rather than planning most of your business and home activities? Learn how to better manage the time you have. Learn how to work *smarter,* not *harder.*

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
March 14 or 28

Effective Negotiating Skills Seminar BUS 822

Whether you are buying or selling, deal with customers, your boss or subordinates, much of your business transactions involve negotiations. This seminar will include: the negotiation process; negotiation styles; tactics; effective strategies and styles.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
March 21

Dealing With The Problem Performer Seminar BUS 823

This seminar deals with one of the most difficult, but also one of the most important functions of the manager/supervisor — dealing with the problem performer. You will learn not only about the basics of dealing with and turning around the problem performer, but you will also find out how to sustain good performance. Learn about the reward systems that turn your problem performer into an excellent one.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
March 7

Moving Up: Professional Techniques for Career and Personal Success Seminar BUS 830

This is a one-day workshop for positive, persistent achievers in search of self-excellence and image-improvement. The overall aim of this fun-filled workshop is to make you a better person through improved and more positive interpersonal skills. The primary objective is to share and to practice eight common denominators to implementing the new excellence-in-living approach.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
March 7

Advanced Sales Techniques Seminar BUS 832

Prerequisite: Previous sales experience.
This seminar explores what qualities must be developed to make a professional salesperson and allows you to brush up your selling skills. Extensive use of case studies and videotapes role-plays allow practice and critique of these skills.

Sat. 9 a.m. to 4 p.m. St. James Campus
6½ hours Fee: $95.00
February 28

How to Decide: A Workshop for Women Re-entering the Workforce CES 866

This one-day seminar is aimed at women who want to begin or renew a career after having been out of the workforce for some time. Participants learn about their own motivation, decide upon their personal and work priorities and consider possible problems or difficulties holding them back and develop ways to deal with them. The instructor helps participants develop and get started on a plan of action for re-entering the workforce and to manage their multiple roles successfully.
Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.

Sat. 9:30 a.m. to 4 p.m. Casa Loma Campus
6 hours Fee: $60.00
January 24

Writing that Works: Strengthen Your Writing Skills for Your Job ENG 803

Almost everyone is expected to write as part of the job — memos, letters, reports, briefs, etc. This seminar helps participants to work through a routine of fundamental techniques that strengthen all types of work-related writing. They improve their confidence and develop skills which they can apply to all their writing assignments.
Marlene Webber has experience in broadcasting, teaching written communications and is a published writer. She has had articles printed in newspapers, magazines, and in academic journals, has produced a manual on adult literacy and is currently writing another book.
She regularly runs public courses and conducts special programs for clients on an in-house basis.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $85.00
February 14

Breaking into Print: How to Write for Magazines ENG 802

In this one-day workshop, participants benefit from help given by a skilled practitioner in assessing their own writing potential and in deciding the field in which they can specialize and place their articles. They receive practical tips on planning, researching, and organizing an article. Class assignments provide the opportunity to evaluate articles and to improve their own writing and marketing skills.
Instructor: Claire Ablitt regularly has her own articles published in various magazines and journals. She was an editor with Harlequin Books and successfully taught courses on How to Write Romances.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
February 21

How to Motivate Yourself and Others CES 864

The secret of motivation is to create a positive climate in which other people motivate themselves. In this one-day seminar, the instructor helps participants develop skills for motivating themselves and, perhaps, others, too. They look at problems arising from lack of motivation at work and come up with real solutions for dealing with them.
Instructor: Vince DaCosta is an award-winning speaker who specializes in communication and leadership techniques. He is a member of Toastmasters International and the Association of the Professional Speakers Bureau of Canada.

Sat. 9:30 a.m. to 4 p.m. Casa Loma Campus
6 hours Fee: $95.00
March 7

MAIL-IN REGISTRATION APPLICATION

Please complete **all** blocks and mail the completed registration application and payment to:

_____ Campus
(insert campus for your course here)

Part Time Courses: George Brown College, P.O. Box 1015 Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page 3.

Mail-in registrations should be received by the College at least three weeks before the course starts.

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown The City College

SOCIAL INSURANCE NUMBER	DAY MONTH YEAR (BIRTH DATE)	USE AN X: MR MRS MISS MS	NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES | NO

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER **EXPIRY DATE**

STUDENT SIGNATURE **DATE**

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR (BIRTH DATE) | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

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STUDENT SIGNATURE **DATE**

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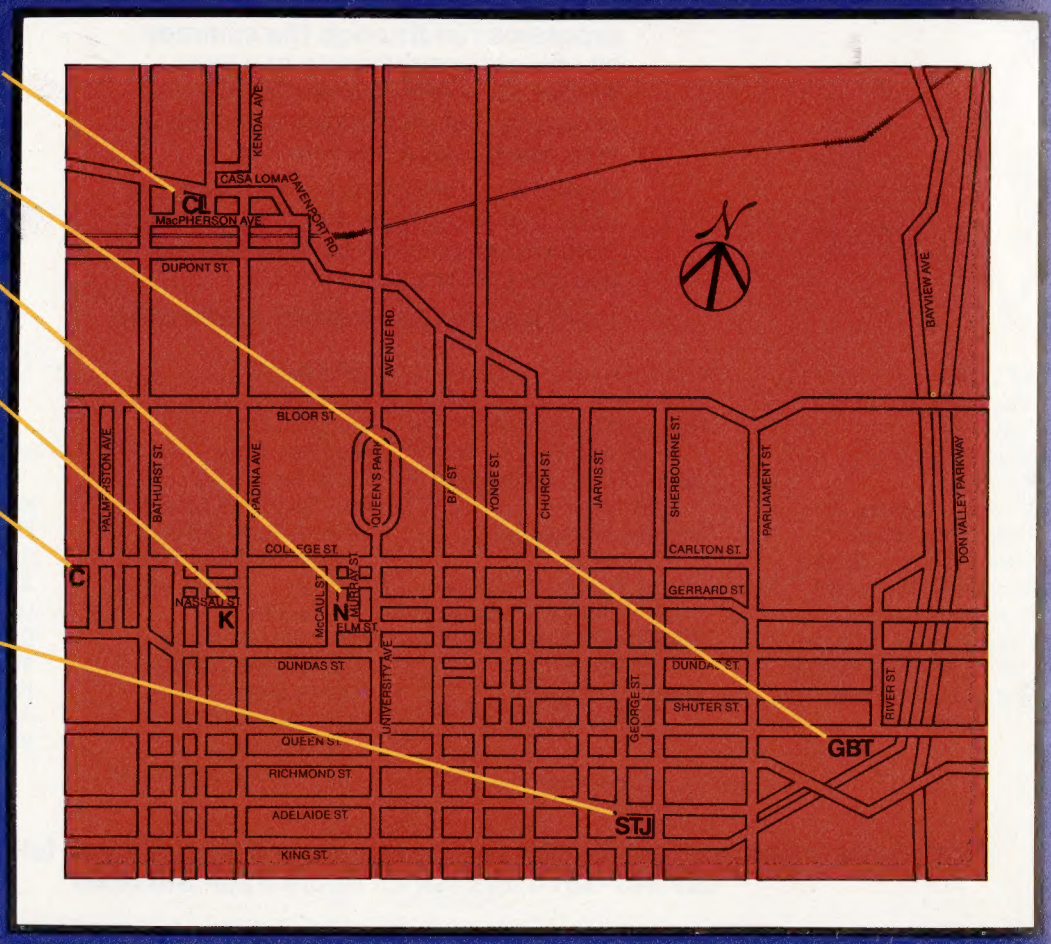

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